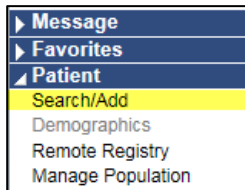


Search/Add New Patients

These instructions detail how to search for and add new patients. Note that users must have client (not view) access and be logged in under an organization and/or facility. Note that a patient search must be performed before a new patient can be added.

Search for a Patient

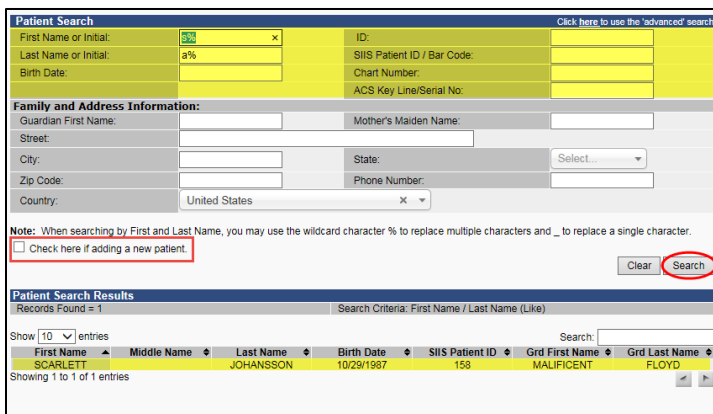
1. Click the **Patient > Search/Add** menu link.



2. Enter the search criteria and click **Search** (or press Enter). The search results display with sortable columns. Wildcard characters (% , _) can also be used to search for patients:

- Percent (%)- Useful when you are unsure how a name is spelled. The percent sign is used to indicate multiple letters.
- Underscore (_)- Useful when you are unsure how a name is spelled, but know it is a single letter.

3. Locate the patient in the list and click on the row to view and/or edit the patient's demographic information.



Patient Search Click here to use the 'advanced' search

First Name or Initial: [5%] x ID: []
 Last Name or Initial: [a%] SIS Patient ID / Bar Code: []
 Birth Date: [] Chart Number: []
 ACS Key Line/Serial No.: []

Family and Address Information:

Guardian First Name: [] Mother's Maiden Name: []
 Street: []
 City: [] State: [Select...]
 Zip Code: [] Phone Number: []
 Country: [United States] x

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient. Clear Search

Patient Search Results

Records Found = 1 Search Criteria: First Name / Last Name (Like)

Show [10] entries Search: []

First Name	Middle Name	Last Name	Birth Date	SIS Patient ID	Grd First Name	Grd Last Name
SCARLETT		JOHANSSON	10/29/1987	158	MALIFICENT	FLOYD

Showing 1 to 1 of 1 entries

Add a New Patient

1. If the patient does not appear in the list, select the **Check here if adding a new patient** option. The Patient Search fields that are required will change color. Enter at least the required information for the new patient and click **Search** again.
2. If the patient still does not appear in the list after the second full search, click the **Add Patient** button.
3. Enter additional demographic information including the required fields in **red**.
4. Save the information. The patient is then entered into the system and can be viewed by users with appropriate access levels and permissions.