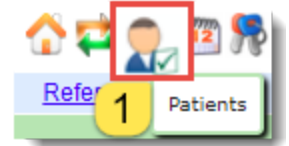
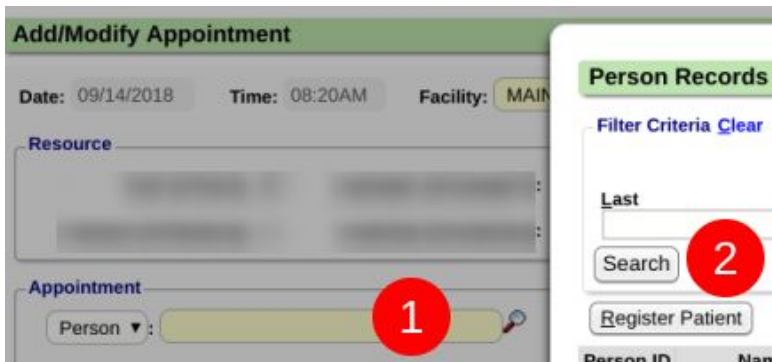


We provide a very easy process for patient registration.

- Use 'Go-Cut' -NP or the number 1
 - Takes the user direct to the new patient registration
- To Search or look up the patient first
 1. Use 'Patient' Icon in the top right of the screen or Click 'Patient' from the sidebar
 2. [Register Patient]



The same lookup, register patient' feature is available on our calendar from the Add/Modify page



'Find Patient/Guarantor' screen contains several filters. It is advisable to search for a patient before registering to avoid duplicates. Click the 'Include Non-Patients' box to search persons such as guarantors who are not yet patients.

Click **[Register Patient]** * If the 'Go'-Cut was used above, this step is not necessary.

Find Patient/Guarantor
Patients
Show Me How

Filter Criteria Clear

Last: First: DOB: Sounds Like:

SSN: Chart: Phone: Patient ID:

Include Non-Patients: Exclude Submission Names:

Recently Accessed From

All | Patient Dashboard | Charges | Payments | Scheduling

Patient	Chart	Last Name	First Name	Middle	Suffix	DOB	SSN	Home	Cell	Facility	Last Accessed	From
3856	3856	Dylan	Robert			01/01/1932	xxx-xx-6789	(330)473-7512		MAIN OFF [1]	07/10/2019 • 09:59 AM	Patient Dashboard

Displays Patients YOU have accessed. A popular feature for those of us who are often interrupted

'New Patient' Demographic Information. Mandatory fields display yellow, lookup fields are indicated by the magnifying glass. At the Insurance section, select the appropriate item and then continue to enter valid information and then **F2** or click **[Save]**.

Patient Registration

The screenshot shows a 'Patient Registration' form with several sections: 'Patient Demographics', 'Patient Address/Contact Information', 'Guarantor Demographics', 'Default Insurance Profile', 'Additional Info', and 'Race (?)'. Fields for Last Name, First Name, SSN, DOB, Gender, Address 1, Address 2, City, State, Zip, Email, Policy Holder, Statement, Chart Number, Assigned Provider, Facility, Ethnicity, Language, English Proficiency, Employment Status, Employer, New Patient Date, Last Visit, and HIPAA Signed are visible. A 'Next Action' dropdown menu is open, showing options: Patient Dashboard, Patient Dashboard, Patient Search, New Patient (highlighted), and Post Charge. A 'Save [F2]' button is also present. A blue callout box titled 'Data Entry Tips' provides instructions on using lookup fields, date fields, and case sensitivity.

Data Entry Tips

- Lookup fields (magnifying glass image) accessible by double-clicking, or "Home" on the keyboard within the field, or with a single click on the magnifier. Lookup table fields allow for a few letters of entry then press "Home" to target a certain group or double click
- Date fields: for current date, 'T', or double-click to select from the mini-calendar
- No need for case sensitivity, after data is keyed in, text automatically converts to "uppercase" as you tab off the field
- Enter City/Zip: Enter a portion of the city name, click enter to select. Note: ZIP field auto-populates based on city selected. Alternate: Type zip code in the City field and the city, state auto populates
- Anywhere a [Save] button appears in the window, press [F2] from the keyboard instead of using the mouse click to "Save".

In the 'next action' dropdown, choose which page you would like to proceed to after saving.

FIELD NAME	DESCRIPTION
Last Name	Patient's last name
First Name	Patient's first name
Middle	Patient's middle initial
Suffix	Suffix, such as Jr., Sr., etc.
SSN	Social Security Number
DOB	Date of Birth-mmddyyyy format
Gender	Patient's gender
Marital Status	Divorced, Married, Single, Widowed
Address	Patient's street address
Address Line 2	Second address
City	Patient's city
State	Patient's state
Zip	Based on the City selection
Home Phone	Patient's home number
Work Phone	Patient's work number
Cell Phone	Patient's mobile number
Email	Check Refused if none is provided
Reminder Preference	Choose if using a call reminder service
Is Patient Guarantor?	Yes, No
Primary Insurance	If none is Chosen = Self Pay
Statement	Defaults to system setting
Signature	Default value ~ B
Sign Date	'T' to populate today, or double click for calendar
Chart Number	Chart number if applicable
Patient Type	User Defined field
Patient Code	User Defined field
Assigned Provider	Provider Library
Facility	Service Facility Library
PCP	Primary Care Physician -Referring Physician Library
Referral Provider	Referring Physician Library
Race	Use checkboxes
Ethnicity	Hispanic/Latino or Not or refused
Language	Patient's primary language
English Proficiency	Very well > not at all
Employment Status	EF, EP, SF, SP, R, U
Employer	Name of employer,
New Patient Date	Auto populates for new patients
Last Visit	Auto populates
HIPPA signed	Yes/No