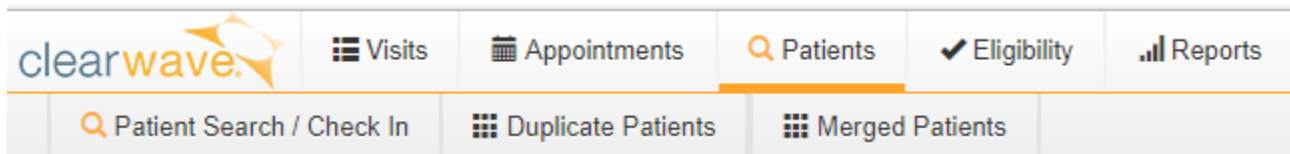


Patient Search and Check In

To search for a particular patient, click the tab that says, "patients" in the top navigation bar.



This will pull up a new window.

Search For Patient

Last Name

First Name

Date Of Birth

Phone Number

Social Security Number

Patient ID

Alternate Patient ID

This gives multiple options for searching for a patient. Not all the criteria needs to be filled out, but the more fields that are used, the higher the chance for finding that specific patient. After filling out at least one field, click search. This will pull up all the patients that meet that criteria.

Patient Search / Check In

Search For Patient

Last Name

First Name

Date Of Birth

Phone Number

Social Security Number

Patient ID

Alternate Patient ID

| Patient | Patient ID | Alternate Patient ID | DOB | Appointments | |
|--------------|--------------------------------------|----------------------|------------|--------------|--|
| JONES, DOTTY | bd02cae7-db77-443a-ad5b-f23c65d6f619 | | 01/23/1990 | 2 | <input type="button" value="Check Check In"/> <input type="button" value="Check In"/> <input type="button" value="Eligibility"/> <input type="button" value="More"/> |
| JONES, DOTTY | | | 01/01/2014 | 0 | <input type="button" value="Check Check In"/> <input type="button" value="Check In"/> <input type="button" value="Eligibility"/> <input type="button" value="More"/> |

There will be an option to check the patient in from this window, or look at their visit or appointment history (highlighted). If the patient is not already in the system, there is an option to check in a new patient by using the blue button in the middle. This button will bring up a new window that gives multiple fields to add the patient information

Check In ▶ New Patient

Demographics

Last Name

First Name / Middle Name

DOB / Gender Unknown ▾

Primary Insurance

Payer

Member ID

Relationship To Subscriber ▾

[More...](#)

Secondary Insurance

Payer

Member ID

Relationship To Subscriber ▾

[More...](#)

Contact Information

Phone Number

Sec. Phone Number

Custom Fields

Allergy

Allergy Yes

What are your favorite color...

| Id | Name | Selected |
|----|--------|--------------------------|
| B | Blue | <input type="checkbox"/> |
| Y | Yellow | <input type="checkbox"/> |
| O | Orange | <input type="checkbox"/> |
| R | Red | <input type="checkbox"/> |

[Finish Check In](#)

This will bring you back to the "Today's Visits" tab where all the patients who visited for the day appear.