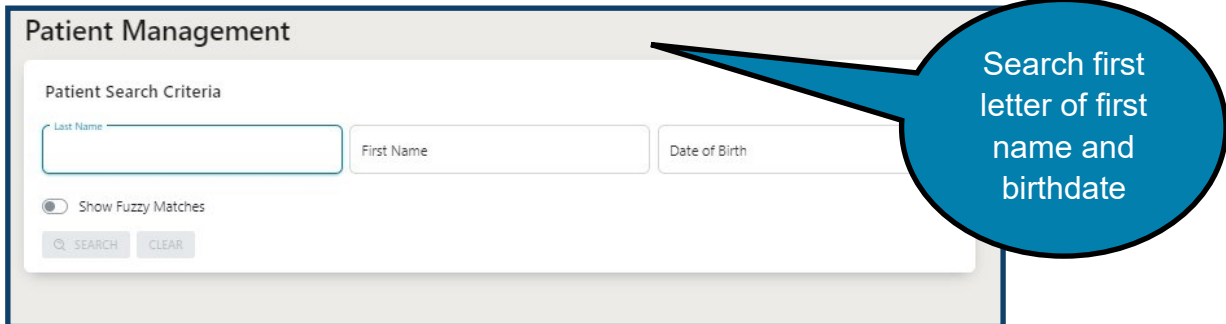


## Creating a New Patient Record

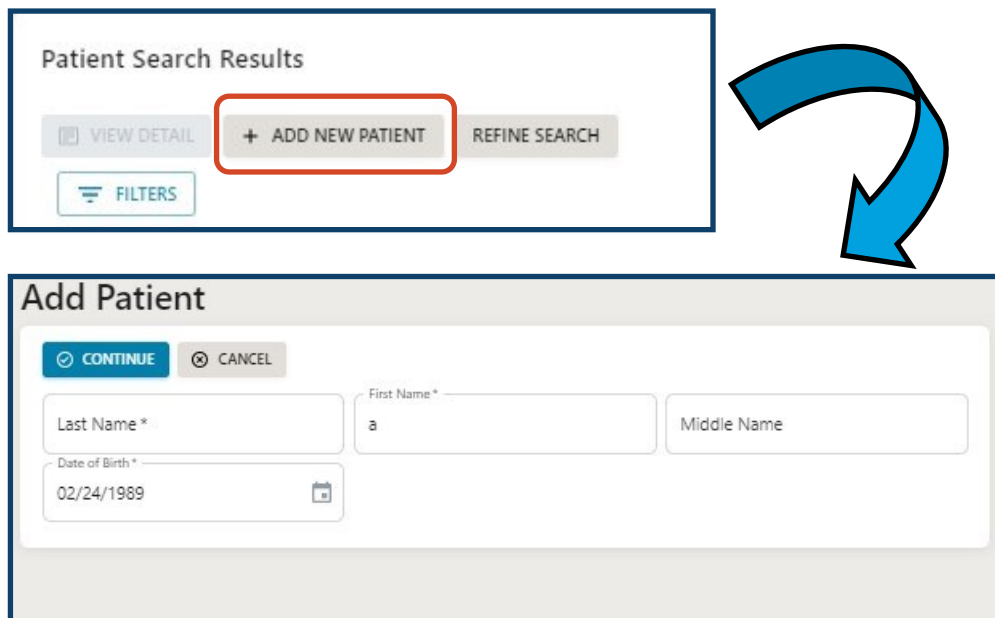
### Getting Started

- 1.) Login to NDIIS. Select your provider site from the **Active Provider** drop-down in the top right of the main screen.
- 2.) Select **'Management'** from the **'Patient'** option on the Main Menu to first search for an existing record.
- 3.) Enter the basic patient search criteria.



The screenshot shows the 'Patient Management' search interface. It includes a 'Patient Search Criteria' section with three input fields: 'Last Name', 'First Name', and 'Date of Birth'. Below these fields is a 'Show Fuzzy Matches' toggle and two buttons: 'SEARCH' and 'CLEAR'. A blue callout bubble points to the 'First Name' field with the text: 'Search first letter of first name and birthdate'.

- 4.) Once you have verified that a record does not already exist for the patient, click the **Add New Patient** button in the **Patient Search Results**.



The first screenshot shows the 'Patient Search Results' interface. It features three buttons: 'VIEW DETAIL', '+ ADD NEW PATIENT' (highlighted with a red box), and 'REFINE SEARCH'. A 'FILTERS' button is also visible. A large blue arrow points from the '+ ADD NEW PATIENT' button to the second screenshot.

The second screenshot shows the 'Add Patient' form. It includes a 'CONTINUE' button and a 'CANCEL' button. The form contains several input fields: 'Last Name \*', 'Date of Birth \*' (with a calendar icon and the value '02/24/1989'), 'First Name \*' (with the value 'a'), and 'Middle Name'.

5) Enter the patient's core demographic information and click **Continue**. A new record will be created and ready for the user to enter all additional demographic information.

Required demographic data fields (\*) are listed below and must be entered to save the newly created patient record:

The screenshot shows the 'Add Patient' form with the following sections and fields:

- Core Demographics:** Includes a 'Possible Duplicate' toggle, 'Last Name \*' (with 'Last' as a placeholder), 'First Name \*' (with 'test' as a placeholder), 'Middle Name' (with 'na' as a placeholder), 'Alias Last Name', 'Alias First Name', 'Alias Middle Name', 'Race \*', 'Ethnicity \*', and 'Primary Language'.
- Birth Information:** Includes 'Date of Birth \*' (with '02/24/1989' as a placeholder), 'Birth State', 'Is Multiple Birth (twins, triplets, etc)' toggle, and 'Biological Sex \*'.
- Contact Information:** Includes 'Address' (with 'Military Base' toggle and a 'VALIDATE' button), 'Address 1 \*', 'Address 2', 'City \*', 'State/Province \*', 'Postal Code \*', 'County \*', 'Primary Phone Number \*', 'Phone Number Type \*', and 'Email Address'.
- Mother Information:** Includes 'Last Name', 'First Name', 'Middle Name', and 'Maiden Name'.
- Responsible Person:** Includes 'Last Name', 'First Name', 'Middle Name', and 'Relationship to Patient'.

- ⇒ Race
- ⇒ Ethnicity
- ⇒ Biological sex
- ⇒ Address
- ⇒ City
- ⇒ State
- ⇒ Zip code
- ⇒ County
- ⇒ Phone number
- ⇒ Phone number type

If the newly created patient is under 18 years of age, **Mother Information** is required.

**Responsible Person** is not required however, if any of the fields are populated, last name, first name, and relationship must all be filled in.

**Validation of address is required to save.**