

Creating a New Patient Record

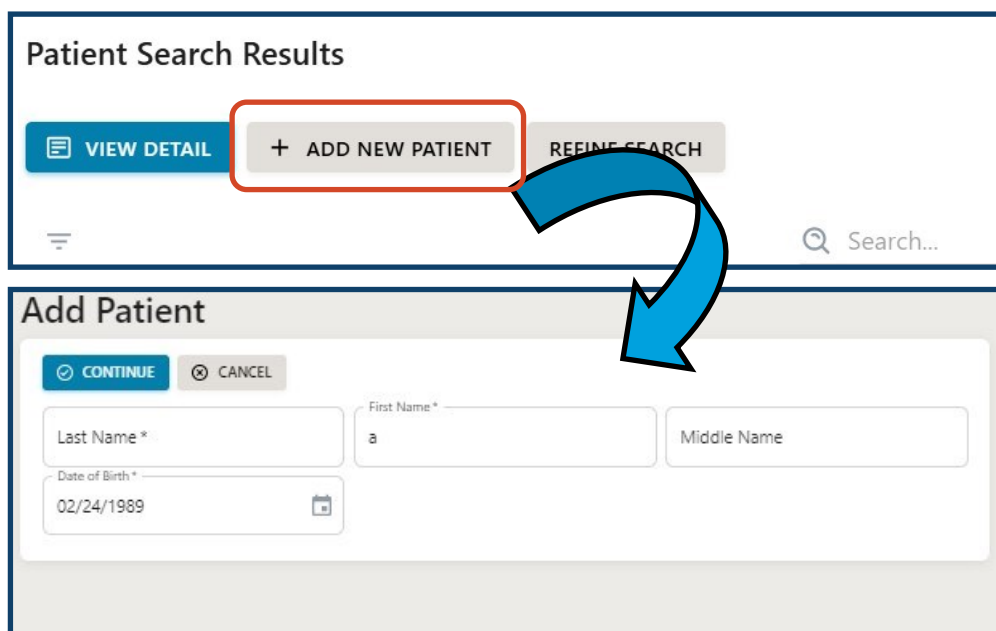
Getting Started

- 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 a 'Patient Search Criteria' form with three input fields: 'Last Name', 'First Name', and 'Date of Birth'. Below the fields are 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 screenshot shows two parts of the interface. The top part is the 'Patient Search Results' section, which contains three buttons: 'VIEW DETAIL', '+ ADD NEW PATIENT', and 'REFINE SEARCH'. The '+ ADD NEW PATIENT' button is highlighted with a red box. A blue arrow points from this button to the 'Add Patient' form below. The 'Add Patient' form has a 'CONTINUE' button and a 'CANCEL' button. It contains four input fields: 'Last Name *', 'First Name *' (with the letter 'a' entered), 'Middle Name', and 'Date of Birth *' (with the date '02/24/1989' and a calendar icon).

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, and input fields for Last Name (with 'Last' as a placeholder), First Name (with 'test'), and Middle Name (with 'na'). There are also fields for Alias Last Name, Alias First Name, and Alias Middle Name. Dropdown menus are provided for Race*, Ethnicity*, and Primary Language.
- Birth Information:** Includes a Date of Birth* field (with '02/24/1989' and a calendar icon), Birth State dropdown, and a Biological Sex* dropdown. A toggle for 'Is Multiple Birth (twins, triplets, etc)' is also present.
- Contact Information:** Includes a 'Military Base' toggle and a 'VALIDATE' button. Below this are input fields for Address 1*, Address 2, City*, State/Province*, Postal Code*, and County*. There are also fields for Primary Phone Number* and Phone Number Type*, and an Email Address field.
- Mother Information:** Includes input fields for Last Name, First Name, Middle Name, and Maiden Name.
- Responsible Person:** Includes input fields for Last Name, First Name, Middle Name, and a Relationship to Patient dropdown.

- ⇒ 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.