

Creating a New Patient without Scheduling an Exam

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Creating a New Patient without Scheduling an Exam

Purpose: Creating a new patient profile in eRAD should only occur after confirming the patient does not already exist in the system. Follow the step below to ensure proper search and accuracy of capturing patient information. This method will allow you to save new patient demographics and contact information without scheduling an exam.

Step 1: Exhaust All Search Options

Before creating a new **Patient Folder**, search using **multiple combinations** of the following:

- First Name + Last Name (partial name can be used, first few letters of name)
- Date of Birth
- Phone Number
- Medical Record Number (MRN - formerly known as Jacket Number)
- Accession Number (also known as confirmation number)

A screenshot of the Patient Search interface. The search criteria are as follows: First Name: MISTY, Last Name: ZTEST, Birth Date: 08-25-1985, Phone #: (empty), Zip Code: (empty), MRN: (empty). The "Search Other Variations" checkbox is checked. Below the search bar are buttons for "Search", "Reset", and "New Patient / New Appointment". A message box at the bottom left says "No patient found matching your search".

First Name	Last Name	Middle Name	Birth Date	MRN	Issuer	Gender	Address	City	State	Zip Code	Matching Alternate MRN	Matching Alternat
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Only create a new patient profile if the patient is NOT found after exhausting all search options.

Step 2: Begin New Patient Entry

Click the dropdown next to [New Patient/New Appointment] and select "New Patient"



Step 3: Complete the Patient Tab

The Schedule Order Tab will open, displaying the **Patient tab**. Enter demographic information in **ALL CAPS** using the **patient's legal name** (as shown on their driver's license or government-issued photo ID):

- **First Name**
- **Last Name**
- **Sex/Gender**
- **Date of Birth**
- **Address** (typing the zip code into the appropriate field will auto-populate the City, State, and County)
- **Phone number** (specify mobile)
- **Email Address**
- **Preferred Language** (if not English)

Best Practice: Verbally verify all information by reading it back to the patient for accuracy.

Step 4: Save Patient Information

- Once all information has been captured, click [Save] (lower-right corner)

Patient Search New Patient: ZTEST, MISTY #9938856 * X

Patient **Attachments** **Extra Data**

General Information		Sex: *Female	Issuer: system	MRN: 9938856	Active: <input checked="" type="checkbox"/>
Prefix:		DOB: 08-25-1985	Click here to add a new row		
First: *MISTY	Last: *ZTEST	Age: 40y 2m			
Middle:	Suffix:	Birth place:			
<input type="checkbox"/> Disable Patient Portal		Father's name:			
<input type="checkbox"/> Deceased					

Primary Address **Preferences**

Address 1: 1234 FAKE ST	Phone (in order of preference)	Email (in order of preference)
Address 2:	Description: Mobile	Phone: (123) 456-7890
City: Washington	Description: Alternate	Cell?: <input checked="" type="checkbox"/>
State: Washington D.C.		
County: Columbia (Washington D.C.)		
Zip: 20002		
Country: US		

Patient Origin **Family History**

Preferred language:	Relation...:	Family History:	Age At Diagnosis:	Age At D...
Education level:				
Religion:				
Ethnicity:				
Race:				
Sexual orientation:				
Gender identity:				

Save Close

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