

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)

The screenshot shows a "Patient Search" window with a "Search Criteria" section. It contains input fields for First Name (MISTY), Last Name (ZTEST), Birth Date (08-25-1985), Phone #, Zip Code, and MRN. There is a checkbox for "Search Other Variations" which is checked. Below the input fields are "Search" and "Reset" buttons, and a dropdown menu for "New Patient / New Appointment". At the bottom, there is a table with columns: First Name, Last Name, Middle Name, Birth Date, MRN, Issuer, Gender, Address, City, State, Zip Code, Matching Alternate MRN, and Matching Alternat. A message box at the bottom left states "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
No patient found matching your search												

Only create a new patient profile if the patient is NOT found after exhausting all search options.

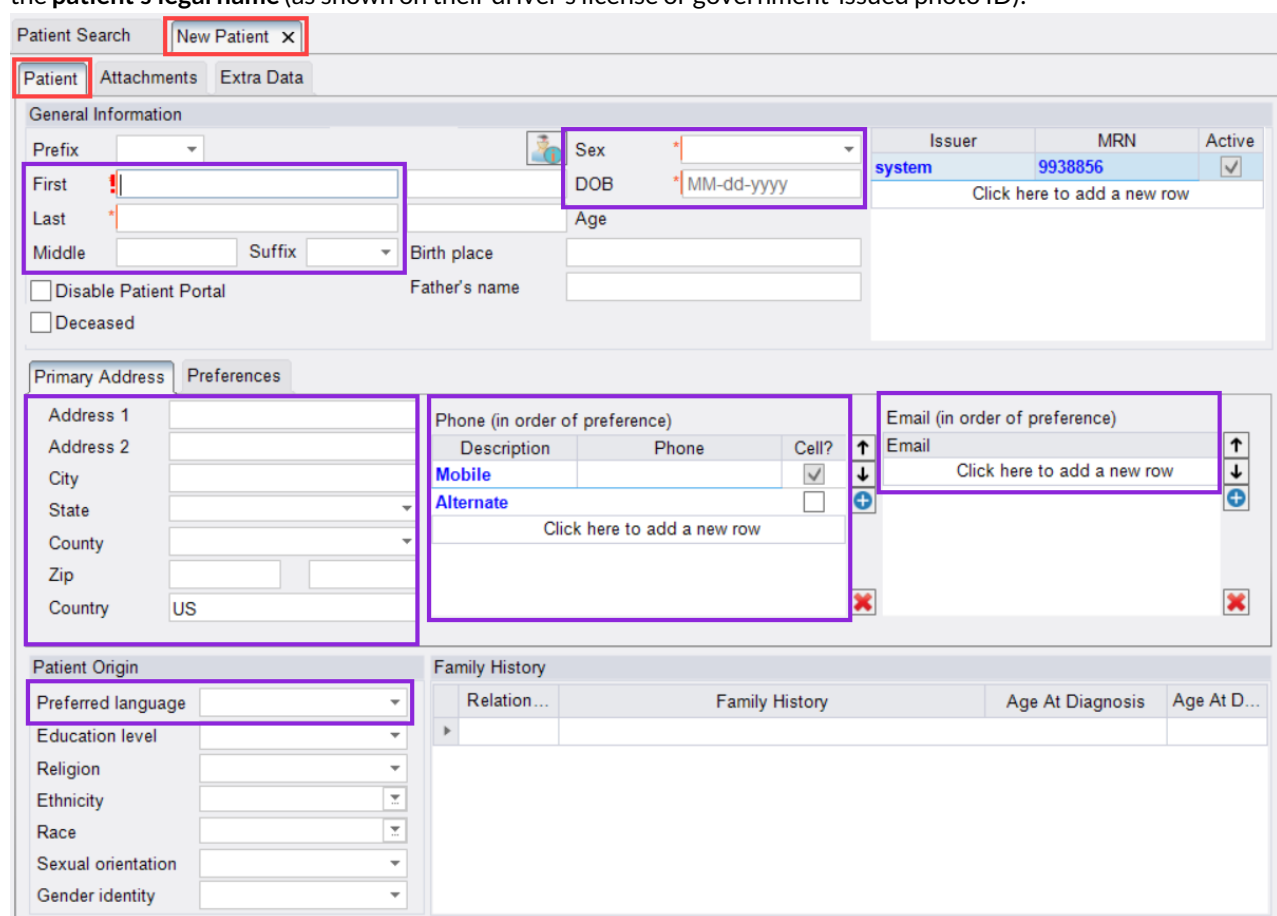
Step 2: Begin New Patient Entry

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):



Patient Search **New Patient** X

Patient Attachments Extra Data

General Information

Prefix [] Sex [] DOB [MM-dd-yyyy] Issuer system MRN 9938856 Active [x]
Click here to add a new row

First [] Last [] Middle [] Suffix [] Birth place [] Age []
Father's name []

☐ Disable Patient Portal
☐ Deceased

Primary Address Preferences

Address 1 [] Address 2 [] City [] State [] County [] Zip [] Country US

Phone (in order of preference)

Description	Phone	Cell?
Mobile	[]	<input checked="" type="checkbox"/>
Alternate	[]	<input type="checkbox"/>
Click here to add a new row		

Email (in order of preference)

Email
[]
Click here to add a new row

Patient Origin

Preferred language [] Education level [] Religion [] Ethnicity [] Race [] Sexual orientation [] Gender identity []

Family History

Relation...	Family History	Age At Diagnosis	Age At D...
[]	[]	[]	[]

- 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 *

Patient
Attachments
Extra Data

General Information

Prefix
First
Last
Middle
Suffix
Birth place
Father's name

Sex
DOB
Age
40y 2m

Female
08-25-1985

Disable Patient Portal
Deceased

Issuer
MRN
Active

system
9938856

Click here to add a new row

Primary Address
Preferences

Address 1
Address 2
City
State
County
Zip
Country

1234 FAKE ST
Washington
Washington D.C.
Columbia (Washington D.C.)
20002
US

Phone (in order of preference)

Description
Phone
Cell?

Mobile
(123) 456-7890
Alternate

Click here to add a new row

Email (in order of preference)

Email

MISTY.ZTEST@TEST.COM

Patient Origin

Preferred language
Education level
Religion
Ethnicity
Race
Sexual orientation
Gender identity

Family History

Relation...
Family History
Age At Diagnosis
Age At D...

Save
Close

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