



Create New Patient

When to use:

- ◆ Receive a new patient that is not in SAIRS.
- ◆ Cannot locate a current patient in SAIRS.

Who should use: Users who enter patient demographics and/or immunization data.

STEPS	ILLUSTRATIONS
<p>Step 1: Search for the patient.</p> <p>NOTE: Be creative when searching for patients to prevent creating a duplicate record.</p>	<p>See Search Patients Job Aid.</p>
<p>Step 2: If patient cannot be located, click on NEW PATIENT.</p>	
<p>Step 3: Fill in information and click CREATE.</p>	
<p>Step 4: Check patient against list of Possible Duplicates, if any. NOTE: If there are no other Search</p>	



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<p>results, the button will just say Create instead of Proceed with Create.</p> <p>Click PROCEED WITH CREATE.</p>	
<p>Step 5: Fill in all required Patient Information fields (in bold).</p> <ul style="list-style-type: none"> • Last Name • First Name • Date of Birth • Gender • VFC Eligibility • Mailing/Physical Address <p>Click UPDATE to save.</p> <p>NOTE: If MAILING ADDRESS and PHYSICAL ADDRESS are the same, use copy buttons.</p>	

<THE END>