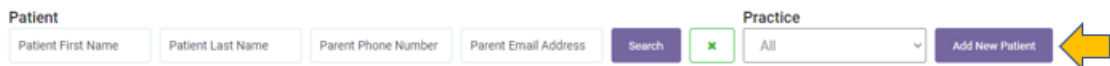# How to Add a New Patient to Your Practice

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How to Add a New Patient to Your Practice

- When a practice creates the patient's account, it will automatically register their profile to your practice.
- Click on the patient tab at the top of your screen, and select patient
- Select "Add New Patient"

Enter the patient's information and click "Create Patient Record"

Add Patient

Directions:

1. The Phone Number or Email address is required. You may enter both the Email and Phone Number.
2. The Patient First Name, Patient Last Name, and Date of Birth are Required.
3. The Parent First Name and Parent Last Name is optional.
4. The Create Patient Record button will save the information.

The patient will then receive an email in their inbox with instructions on how to set up their password.

The practice can proceed to schedule appointments with the patient as well as edit their information.