

How to add a patient to an existing account

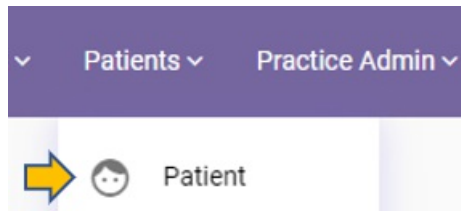
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Adding a patient to an existing Anytime Pediatrics account

Please follow the instructions below when adding a patient to an existing Anytime Pediatrics account.

1. Go to the patient tab and select patient.



2. Search for the account you would like to add a sibling too. Once you have located the correct account, click on the patient's name to be taken to their patient profile.

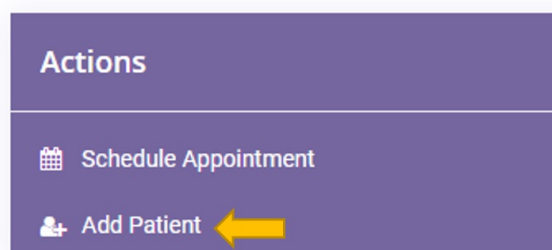
Patient

Patient First Name Patient Last Name MM/DD/YYYY Parent Phone Number efoley919 **Search**

Practice	First Name	Last Name	DOB	Account First Name	Account Last Name	Acco
Big Heart Pediatrics	David	Foley	09-19-2002	Eileen	Foley	efole

3. Click add patient on the right-hand side.

Actions



4. Fill out the required fields for the new patient, and click save.

Cancel

Save

Add New Patient

FIRST NAME *

LAST NAME *

DATE OF BIRTH *

MM/DD/YYYY

GENDER *

ALLERGIES

OTHER MEDICAL

ACCOUNT HOLDER RELATIONSHIP *

MOTHER

5. Following these steps will add the sibling to the existing account, and create a new patient profile for the account holder's child.