

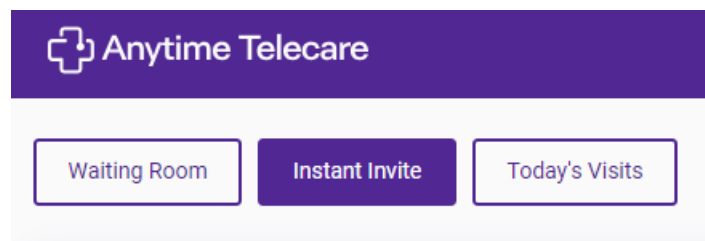
How to add a new patient with Instant Invite

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How to add a new patient with Instant Invite

- Click on Instant Invite from your homepage

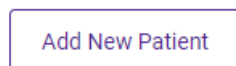


- Enter the patient's information and click search.

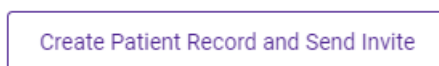
A screenshot of the patient search form. It contains several input fields: "Eileen", "Last Name", "MM/DD/YYYY", "Phone Number", and "Email Address". To the right of these fields is a checkbox labeled "ACTIVE INVITE CODES" and a search button with a magnifying glass icon. Below the search button is a blue underline. At the bottom left of the form is an "Add New Patient" button.

- If your search results do not populate with the patient you are looking for, the patient is not registered with your practice.

- Click on Add New Patient to add the patient to your practice



- Complete the form with the required information and click Create Patient Record and Send Invite.
 - The patient will receive an Instant Invite once you add them.



- The patient will be able to join your waiting room with the Instant Invite they received.
- The patient will be able to complete their registration at any time.
 - Anytime Telecare will send a welcome email with a link that will allow them to complete their registration.