

Add a New Patient

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Before adding a new patient to CareRight, you are required to do a search first. This reduces the risk of duplicate entry of patients.

1. Perform a search for the person.
2. Click **Create New Patient**
 - a. An entry screen will display that enables you to create a basic record for the patient on the system (you can add additional information via the Patient Record).
3. Complete the form using the data below as a reference.
4. When done, click **Create Patient**
 - a. Once the patient has been created, you can edit their details via Patient Record.

Field	Description
CRN +	Unique identifier available
Facility *	Location the patient will be associated with. Users with access to this location will be able to see the patient's record.
Title	Select patient title e.g. Mr, Mrs, Ms
First Name *	First name of patient
Middle Name	Middle name
Last Name (Surname) *	Surname of patient
Sex *	Select sex (biological)
Gender Diversity	Where sex is Other/Not Stated, a free text description of gender identity. Suggestions can be managed via Generic Codes.
Date of Birth*	Enter Date of Birth
Date of Birth Accuracy +	Can be left blank, indicates if the DOB is accurate and is used for Statutory Reporting purposes. If left blank, any Statutory Reports will infer that the DOB is accurate.
Home Phone	Enter home telephone number.

Field	Description
Work Phone	Enter work telephone number.
Mobile Phone	Enter mobile phone number.
Email	Enter email address
Allow clinical Correspondence via SMS (check box)	This indicates that the patient has consent to receive SMS text for appointment reminders etc
Allow clinical Marketing via SMS (check box)	This indicates that the patient has consent to receive SMS text for Marketing
Allow clinical Correspondence via Email (check box)	This indicates that the patient has consent to receive email.
Allow clinical Marketing via Email (check box)	This indicates that the patient has consent to receive email for Marketing

* denotes mandatory field

+ denotes a field that may not appear due to configuration settings

For booking an appointment, please refer [here](#)

For Advanced searching method, please refer [here](#)