

Converting a Contact to Patient

Last Modified on 09/04/2021 1:32 pm ACST

Contacts in CareRight can be converted to a Patient. Note, that once a contact is converted to a patient it cannot be reversed.

After searching for your contact:

1. Click **Show**.
2. Click **Convert to Patient**.

Selecting **Edit** will then allow you to add further patient details.

Mrs Karen Ferguson

Edit Convert To Patient

Dashboard / Contact / Mrs Karen Ferguson

Identity ▼

Facility
Title
Family Name

Patient Demographics

NHI Number 001070

Title Mrs

Surname Ferguson

First Name Karen

Diagnoses

Date	Description
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Alerts

Code	Description
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Approve Save and continue later