

Adding a Contact to a Patient Address Book

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1. In the Patients screen, type your search terms into the box.
 2. Click **Search**.
 - a. Matching patients display in the results grid.
 3. Click **Show** to display the patient record.
 4. Towards the end of the client record is the Address Book. Click **New**.
 5. Enter the persons surname and click **Search**.
 6. Select the contact and click **Select**.
 - a. The New Relationship screen will appear.
 7. Select the relationship of the contact to the patient.
 8. Tick the box if the contact is the patient's emergency contact.
 9. Click **Create Relationship**.
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