Adding a New Contact in CareRight

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

1. Perform a search for the person.

CareRight has a search tool that allows you to locate a contact record. You can search for contacts using any of the following information:

Search Item	Description	Example
Name	returns contacts with a matching first or last name	•"john" - returns contacts with first or last name containing "john" (e.g. John, Johnston) •"john smith" - contacts with a first/last name containing "john" or a first/last name containing "smith"

2. Click **Create New Contact**.

3. An entry screen will display that enables you to create a basic record for the contact on the system.

4. Complete the fields for the contact, noting that **Facility**, **Family Name** and **Given Name** are mandatory.

5. Click **Create Person**.

Patient Search

Create New Patient	Create New Contact	New Enquiry (Ferg)

New Contact

🏠 Dashboard

Identity ⌄

Facility	East St Kilda
Title	Mr
Family Name	Hrudey
Middle Name	Maevis
Given Name	Kelly

Accounting Details ❯

Contact Details ❯

Create Person	Cancel