How to Add a New Patient to Your Practice

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There are two ways to add a patient to your practice.
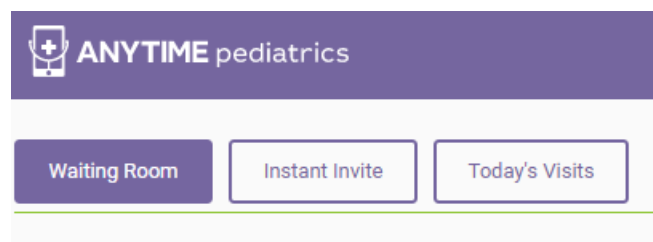
Patient Tab

- When a practice creates the patient's account, it will automatically register their profile to your practice.
- Click on the patient tab at the top of your screen, and select patient
- Select "Add New Patient"

- Enter the patient's information and click "Create Patient Record"

  - The patient will then receive an email in their inbox with instructions on how to set up their password.

  - The practice can proceed to schedule appointments with the patient as well as edit their information.

Instant Invite

- Click on Instant Invite from your homepage

- Click Add New Patient

- Fill out the patient's information and select Create Patient Record and Send Invite

- Your patient will receive a message letting them know their account has been created. The patient will be added to your practice.