

How to add a patient to an existing account

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Adding a patient to an existing Anytime Pediatrics account

1. Go to the patient tab and select patient.

2. Search for the account you would like to add a sibling too. Once you have located the correct account, click on the patient's name to be taken to their patient profile.

Patient

Patient First Name	Patient Last Name	MM/DD/YYYY	Parent Phone Number	Parent Email Address	Search	<input type="checkbox"/>	Practice	<input type="button" value="Add New Patient"/>
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3. Click add patient on the right-hand side.

Actions

Actions

- Schedule Appointment
- Add Patient

4. Fill out the required fields for the new patient, and click save.

Cancel

Save

Add New Patient

FIRST NAME *

LAST NAME *

DATE OF BIRTH *

MM/DD/YYYY

GENDER *

ALLERGIES

OTHER MEDICAL

ACCOUNT HOLDER RELATIONSHIP *

MOTHER

5. Following these steps will add the sibling to the existing account, and create a new patient profile for the account holder's child.