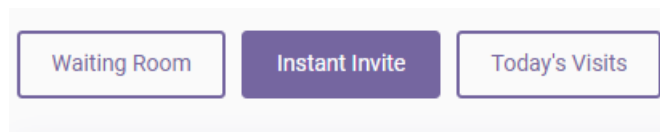# How to add a new patient with Instant Invite

Last Modified on 08/13/2021 11:23 am EDT
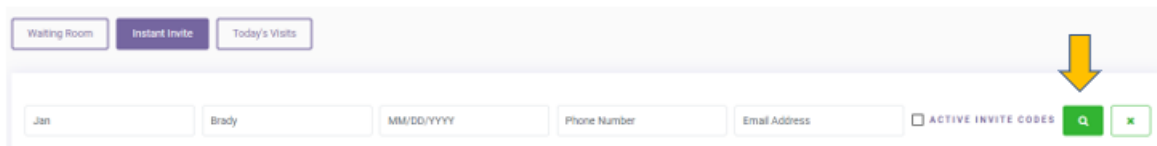

How to add a new patient with Instant Invite

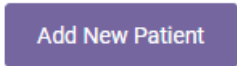- Click on Instant Invite from your homepage

- Enter the patient's information and click search.

- If your search results do not populate with the patient you are looking for, the patient is not registered with your practice.

- Click on Add New Patient to add the patient to your practice

- Complete the form with the required information and click Create Patient Record and Send Invite.

    - The patient will receive an Instant Invite once you add them.

Add Patient

Directions:

1. The Phone Number or Email address is required.You may enter both the Email and Phone Number.
2. The Patient First Name, Patient Last Name, and Date of Birth are Required.
3. The Parent First Name and Parent Last Name is optional.
4. The Create Patient Record button will save the information and send the invite.

Practice

Big Heart Pediatrics

Clinician

Email   And/Or   Parent Phone Number

Patient First Name (Required)   Patient Last Name (Required)

MM/DD/YYYY (Required)

Parent First Name (Optional)   Parent Last Name (Optional)

Cancel   Create Patient Record and Send Invite

- The patient will be able to join your waiting room with the Instant Invite they received.

- The patient will be able to complete their registration at any time.

  - Anytime Pediatrics will send a welcome email with a link that will allow them to complete their registration.