



How to Find & Add a New Patient

Step 1:

Once you've logged into the system and before you add a patient name do a search to make sure the patient name isn't already in the system. If the patient is there double click on the name to open the chart. If the patient isn't there, click "add Patient".

Billing ID	Last Name	First Name	Age	DOB	Provider	Last Visit	Time	Notes
100001	Chen	David	39	1/15/1947		6/26/2015		
100002	Dobson	Charles	70	1/10/1947		7/30/2015		
100003	Dobson	Donald	67	11/20/1948				
100004	Lee	Jack	32	10/13/1984				
100005	Carroll	Demetria	42	10/13/1974		11/18/2014 2:18 PM		
100006	Chen	Lee	36	1/12/1979				
100007	Di Luca	Paul	44	1/12/1971		11/18/2014 2:22 PM		
100008	Lee	John	4	11/12/2010		11/12/2014 1:17 PM		
100009	Lee	Michael	25	11/12/1989				
100010	Chen	Christopher	42	1/12/1974				
100011	Edwards	Thomas	75	1/21/1941				
100012	Edwards	Marinda	48	1/21/1973				
100013	Gilks	Lee	19	10/17/1996				
100014	Holmes	Lee	35	1/11/1980				
100015	Hansen	Wayne	19	1/10/1997		1/11/2015		
100016	Hansen	Wayne	19	1/10/1997				
100017	Lee	John	39	1/10/1976				
100018	Jackson	Marinda	35	1/10/1980				
100019	James	Clay	82	1/10/1934				
100020	Kaye	Joseph	64	1/10/1951				
100021	Larson	Dolly	55	1/10/1960		11/23/2014 9:17 AM		
100022	Stephens	John	52	1/10/1963				
100023	Wolfe	Tracy	36	1/12/1979				
100024	Woodward	Angie	26	1/11/1989				
100025	Woodward	Angie	26	1/11/1989				
100026	Woodward	Angie	26	1/11/1989				
100027	Woodward	Angie	26	1/11/1989				
100028	Woodward	Angie	26	1/11/1989				
100029	Woodward	Angie	26	1/11/1989				
100030	Woodward	Angie	26	1/11/1989				
100031	Woodward	Angie	26	1/11/1989				
100032	Woodward	Angie	26	1/11/1989				
100033	Woodward	Angie	26	1/11/1989				
100034	Woodward	Angie	26	1/11/1989				
100035	Woodward	Angie	26	1/11/1989				
100036	Woodward	Angie	26	1/11/1989				
100037	Woodward	Angie	26	1/11/1989				
100038	Woodward	Angie	26	1/11/1989				
100039	Woodward	Angie	26	1/11/1989				
100040	Woodward	Angie	26	1/11/1989				

Step 2:

Once the "Choreography Patient Demographics" box opens click on "New Patient".

Click "New Patient"

Choreography Patient Demographics

New Patient | Cancel Patient | Review Patient

SEARCH

PATIENT INFORMATION

Chart ID:

Office: Provider:

Case Type:

Preferred Communication Type:

PATIENT NAME

First Name: Middle: Last Name:

SECURITY

Sex: Race: Marital Status:

Preferred Language: Ethnicity:

ADDRESS INFORMATION

City: State: Zip:





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Step 3:

Make sure the fields that are highlighted in yellow are filled out: First Name, Last Name, Office, Provider, Sex and Date of Birth. Once all information is entered on the patient click “Save Patient”.

Step 4:

Once you click “Ok” for both boxes you can click “New Patient” or if you are done just click on the “X”. Then search for the patients name in the search bar to pull up the patient that was just entered. Double click to open the patient chart.

Click “OK” for both “Patient Saved” and “Patient Updated” boxes

