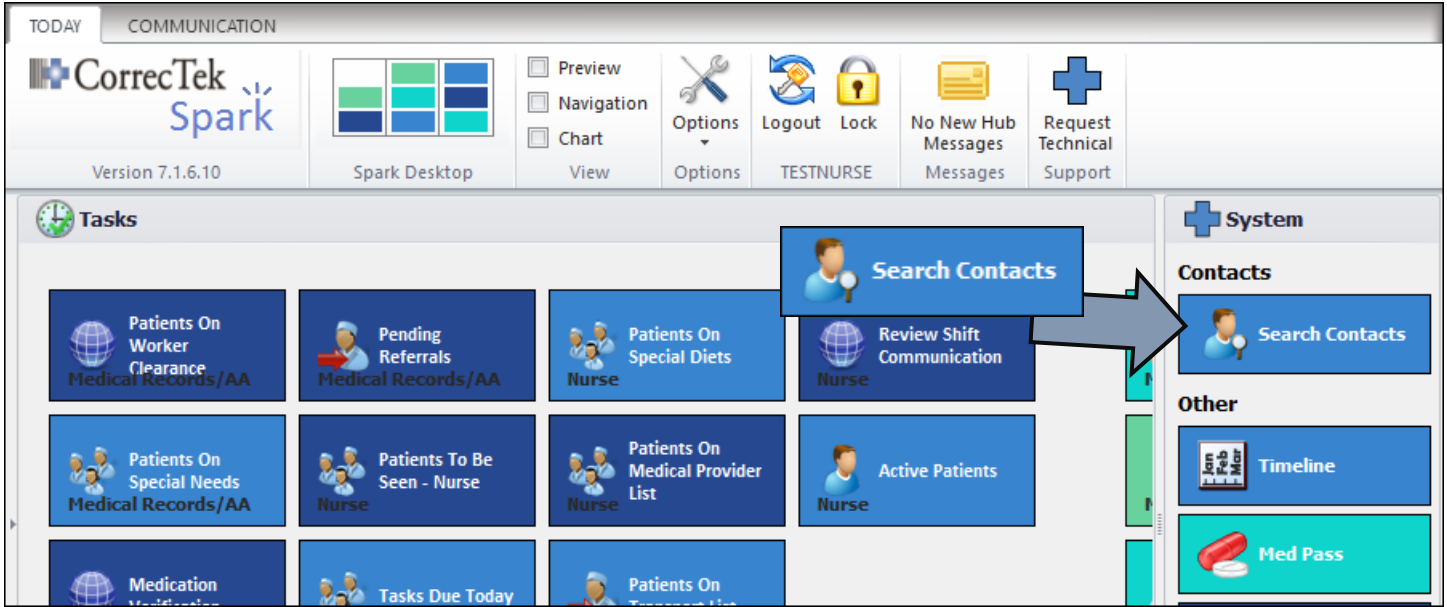
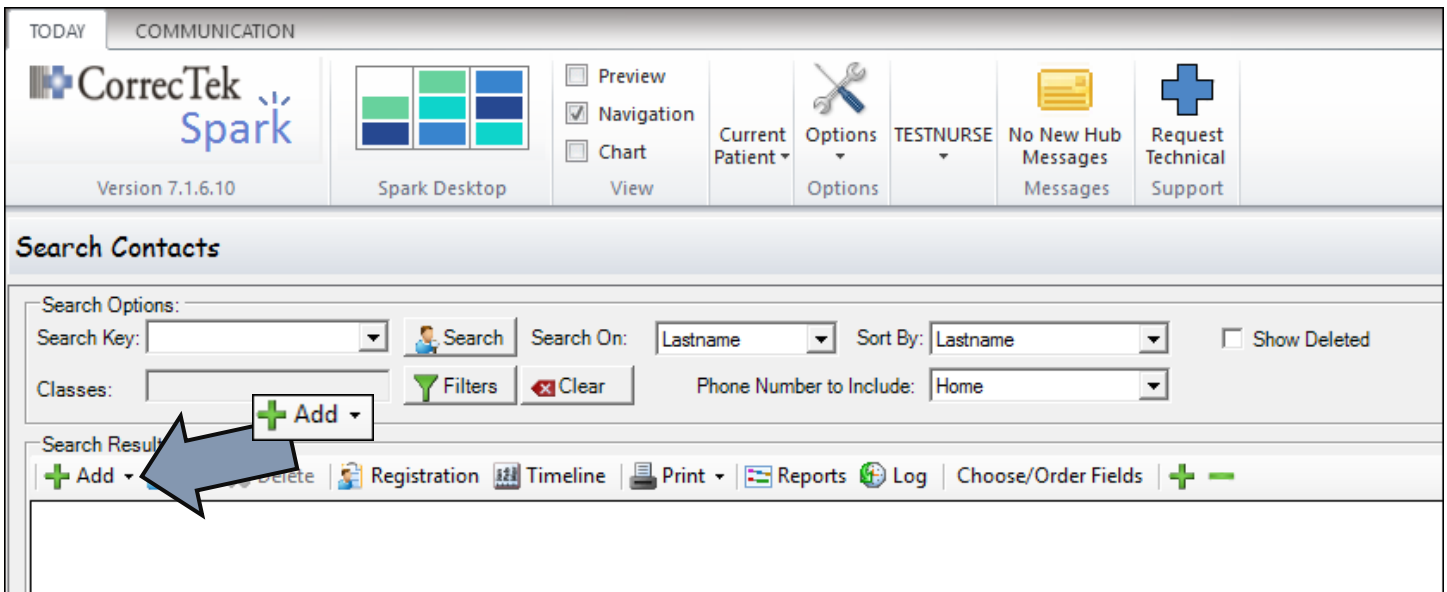


Create a New Contact

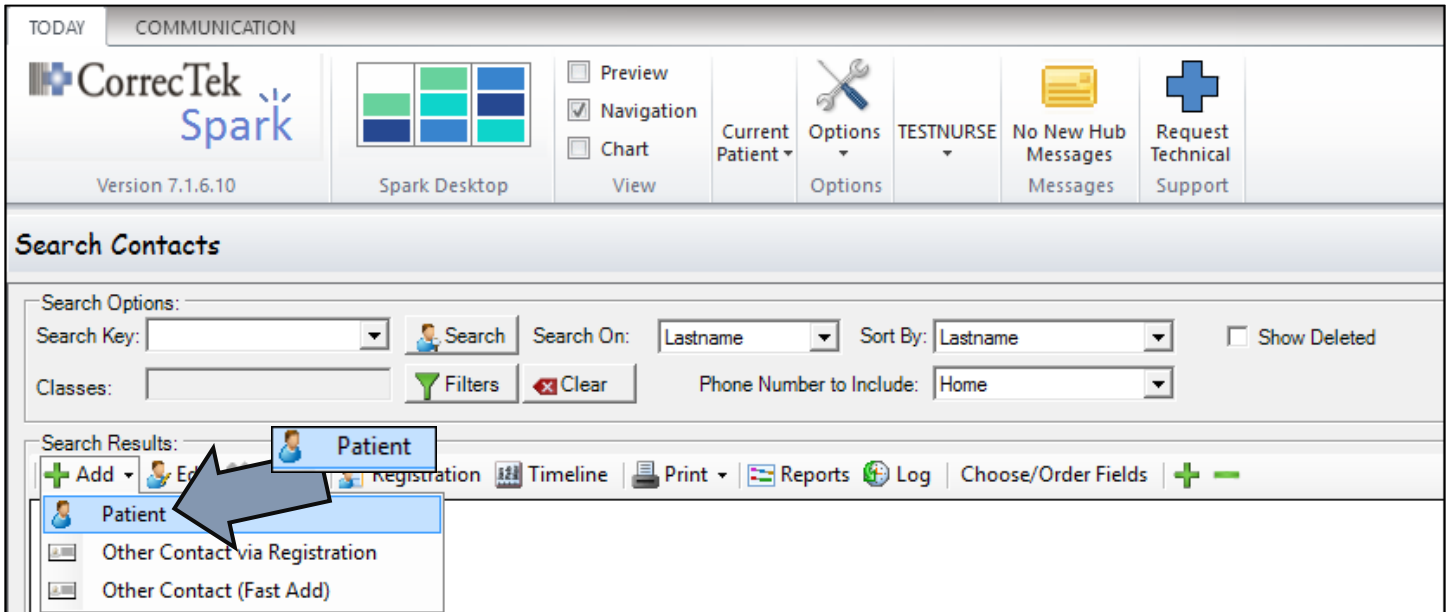
During an interface outage, as new patients arrive, they will not be found in the database. As a result, a new patient contact will need to be created. To create a new patient contact, begin by clicking **Search Contacts**:



The *Search Contacts* screen displays. In the *Search Results* section locate and click **Add**:

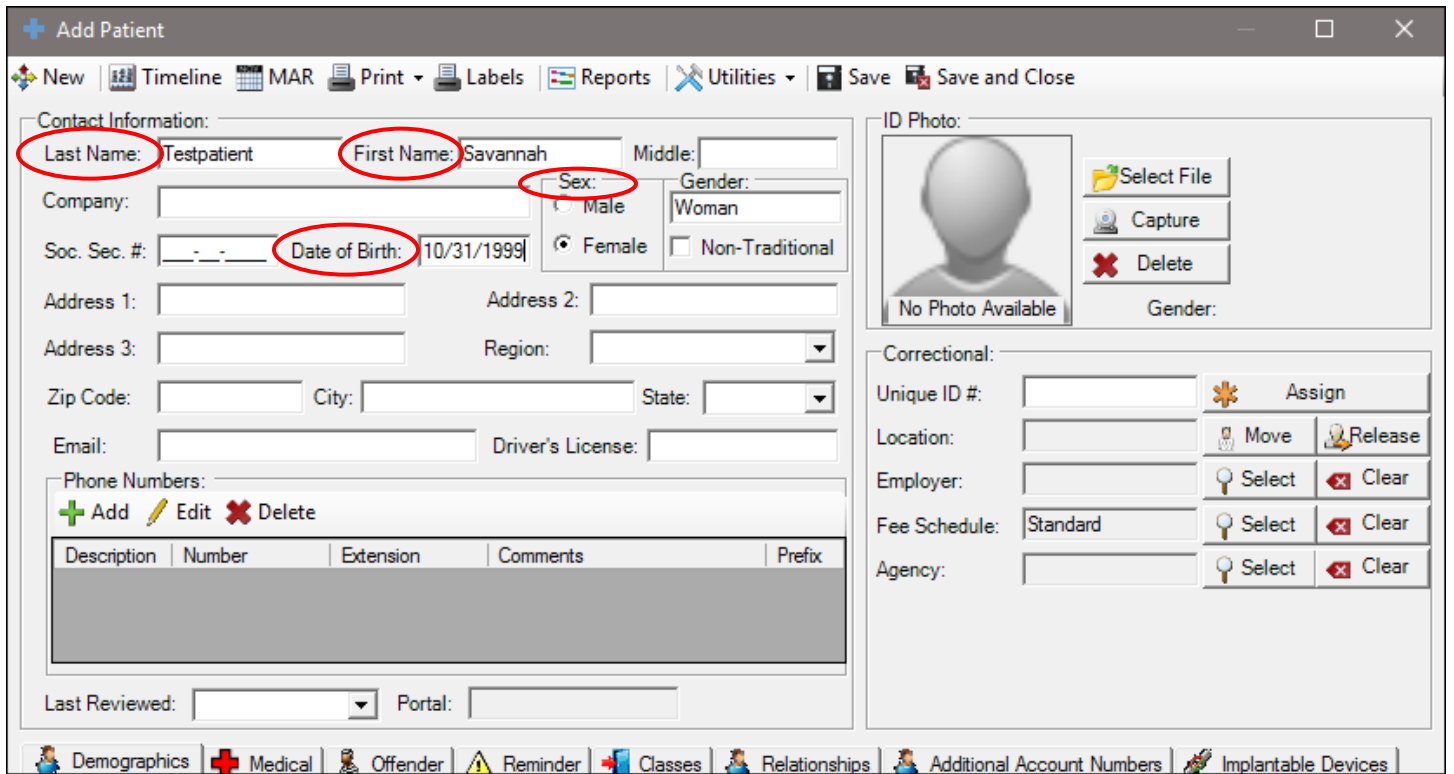


Options appear for adding a contact to the system. Click **Patient**:



Add Patient Screen

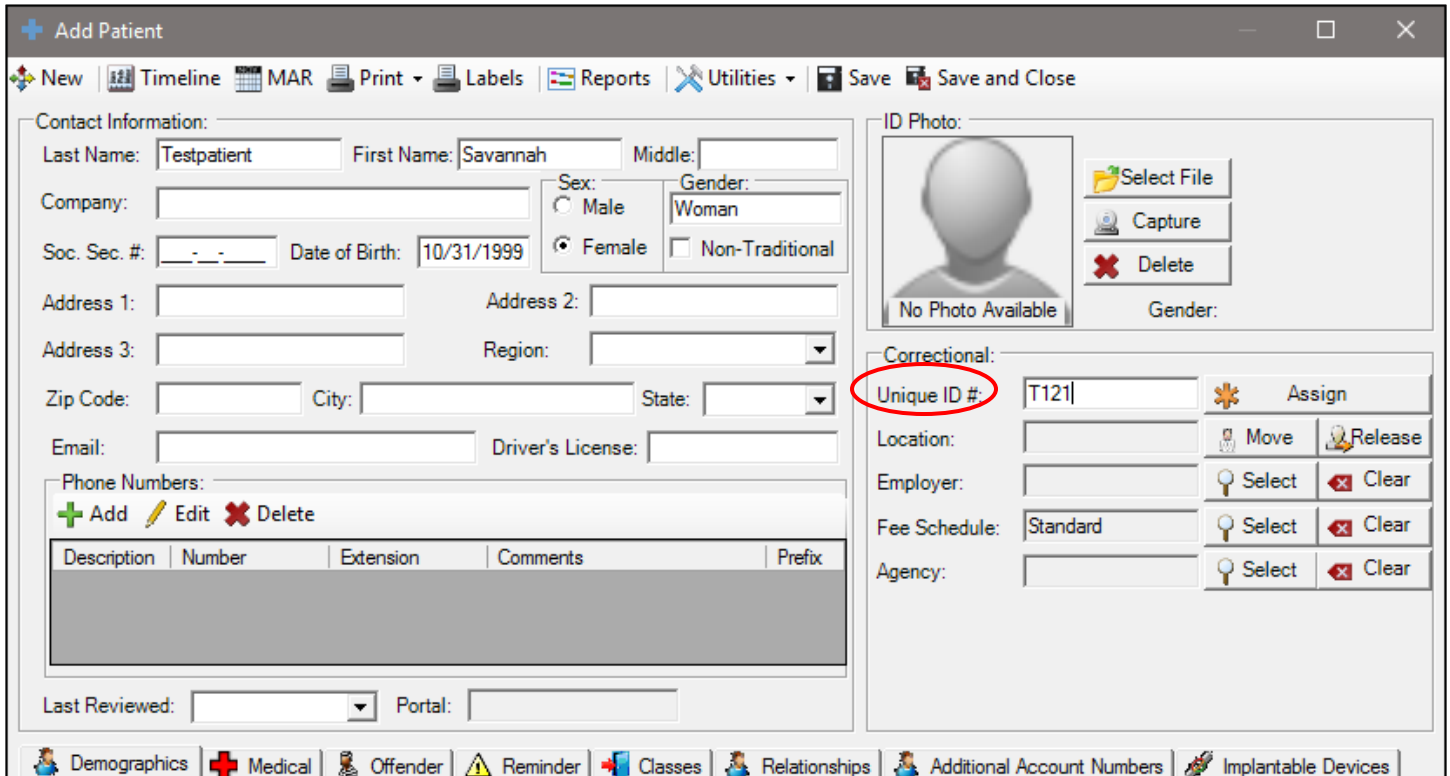
The *Add Patient* screen opens. At a minimum, add the patient's First and Last name, date of birth and sex:



NOTE: Additional demographic data may be entered but is not required.

Unique ID

Enter a unique id number for the patient:



The screenshot shows the 'Add Patient' window with the following details:

- Contact Information:**
 - Last Name: Testpatient, First Name: Savannah, Middle: (empty)
 - Company: (empty)
 - Soc. Sec. #: (empty), Date of Birth: 10/31/1999
 - Sex: Male, Female, Non-Traditional
 - Gender: Woman
 - Address 1, 2, 3: (empty)
 - Region: (empty)
 - Zip Code, City, State: (empty)
 - Email, Driver's License: (empty)
- ID Photo:**
 - No Photo Available
 - Buttons: Select File, Capture, Delete
 - Gender: (empty)
- Correctional:**
 - Unique ID #: T121 (circled in red)
 - Location: (empty)
 - Employer: (empty)
 - Fee Schedule: Standard
 - Agency: (empty)

When entering a unique ID number keep the following in mind:

- This ID number should be the permanent ID number associated with the patient/inmate in the JMS/OMS (not a booking number that is updated at each incarceration).
- Failure to add the proper ID number in this field will result in duplicate contacts that must be merged by an administrative user.

Location

Use the previously outlined steps to assign the patient's location:

The screenshot shows the 'Add Patient' form with the following fields and sections:

- Contact Information:** Last Name: Testpatient, First Name: Savannah, Middle: [empty], Company: [empty], Soc. Sec. #: [empty], Date of Birth: 10/31/1999, Address 1: [empty], Address 2: [empty], Address 3: [empty], Region: [empty], Zip Code: [empty], City: [empty], State: [empty], Email: [empty], Driver's License: [empty].
- Sex and Gender:** Sex: Male, Female; Gender: Woman, Non-Traditional.
- ID Photo:** No Photo Available, buttons: Select File, Capture, Delete.
- Correctional:** Unique ID #: [empty], Location: [empty] (highlighted in red), Employer: [empty], Fee Schedule: Standard, Agency: [empty]. Buttons: Move, Assign, Move, Release, Select, Clear.
- Phone Numbers:** Add, Edit, Delete buttons and a table with columns: Description, Number, Extension, Comments, Prefix.
- Bottom Navigation:** Demographics, Medical, Offender, Reminder, Classes, Relationships, Additional Account Numbers, Implantable Devices.

Classes

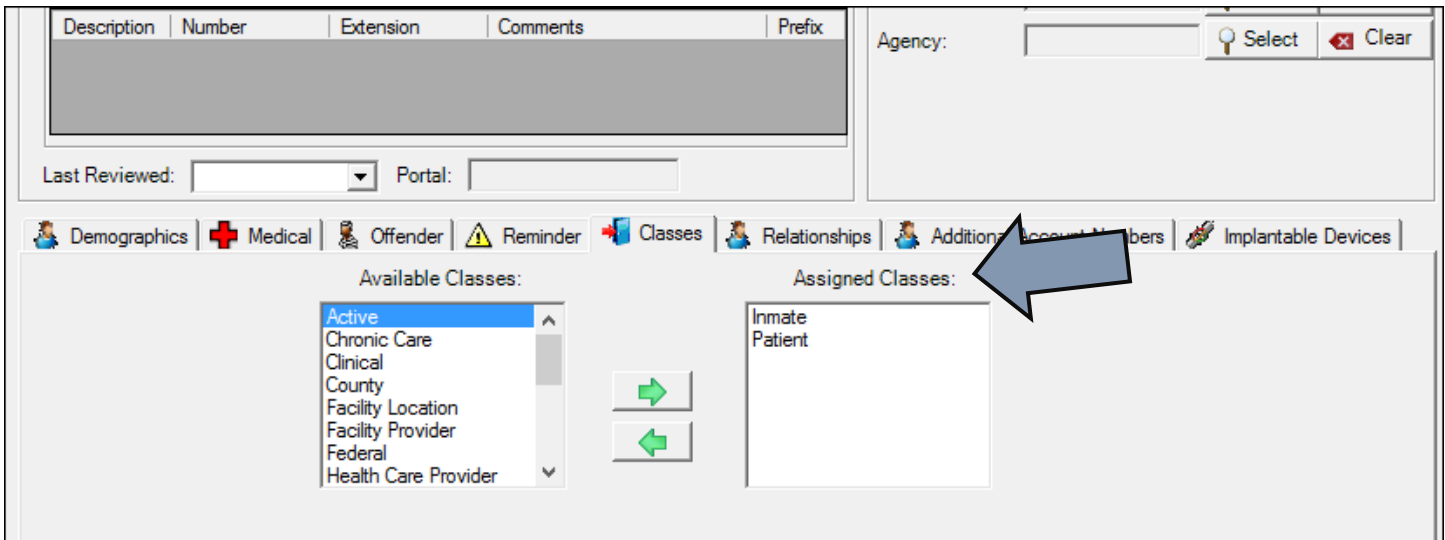
Near the bottom of the screen, click to access the *Classes* tab:

The screenshot shows the 'Classes' tab with the following elements:

- Table:** A table with columns: Description, Number, Extension, Comments, Prefix.
- Agency:** [empty] Select Clear
- Bottom Navigation:** Demographics, Medical, Offender, Reminder, Classes (highlighted with a blue arrow), Relationships, Additional Account Numbers, Implantable Devices.
- Additional Demographics:** Race: Select, Language: Show All, Ethnicity: Select, Marital: [empty], Employment: [empty], Communication Preference: [empty].
- Table:** A table with columns: Info, Value. Rows: Gender, Orientation, Granular Race Code, Publicity Code, Publicity Code Effective Date.

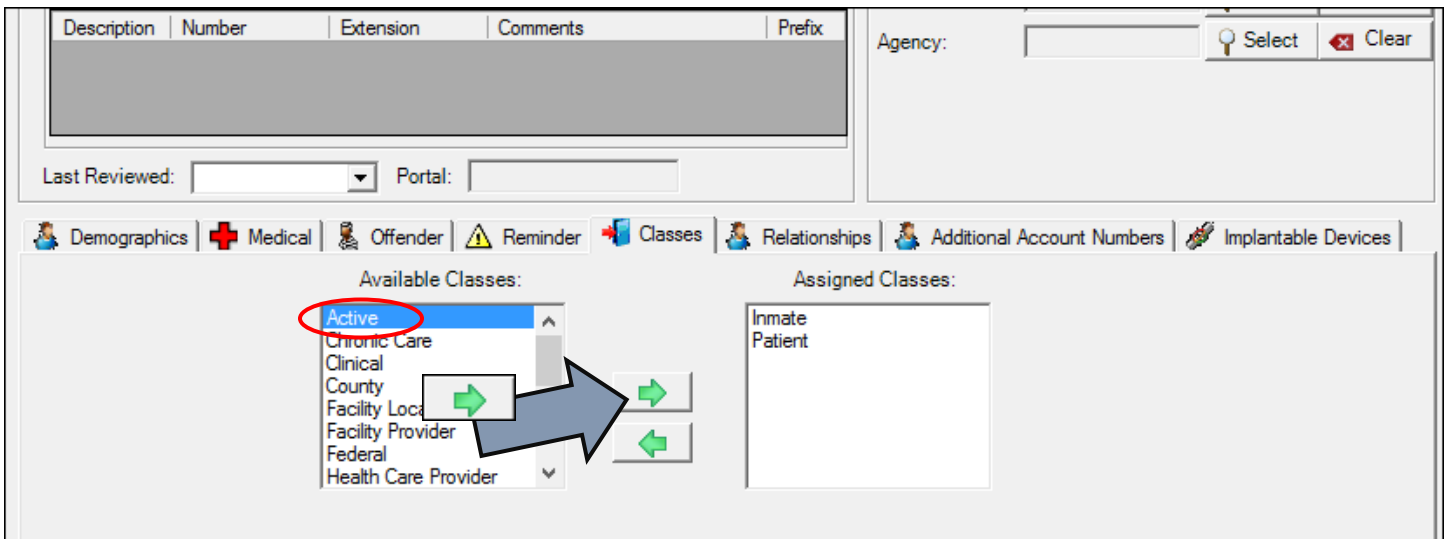
The *Available Classes* and *Assigned Classes* fields display. In the *Assigned Classes* field to the right (see screen below), ensure the patient has:

- Active
- Inmate
- Patient



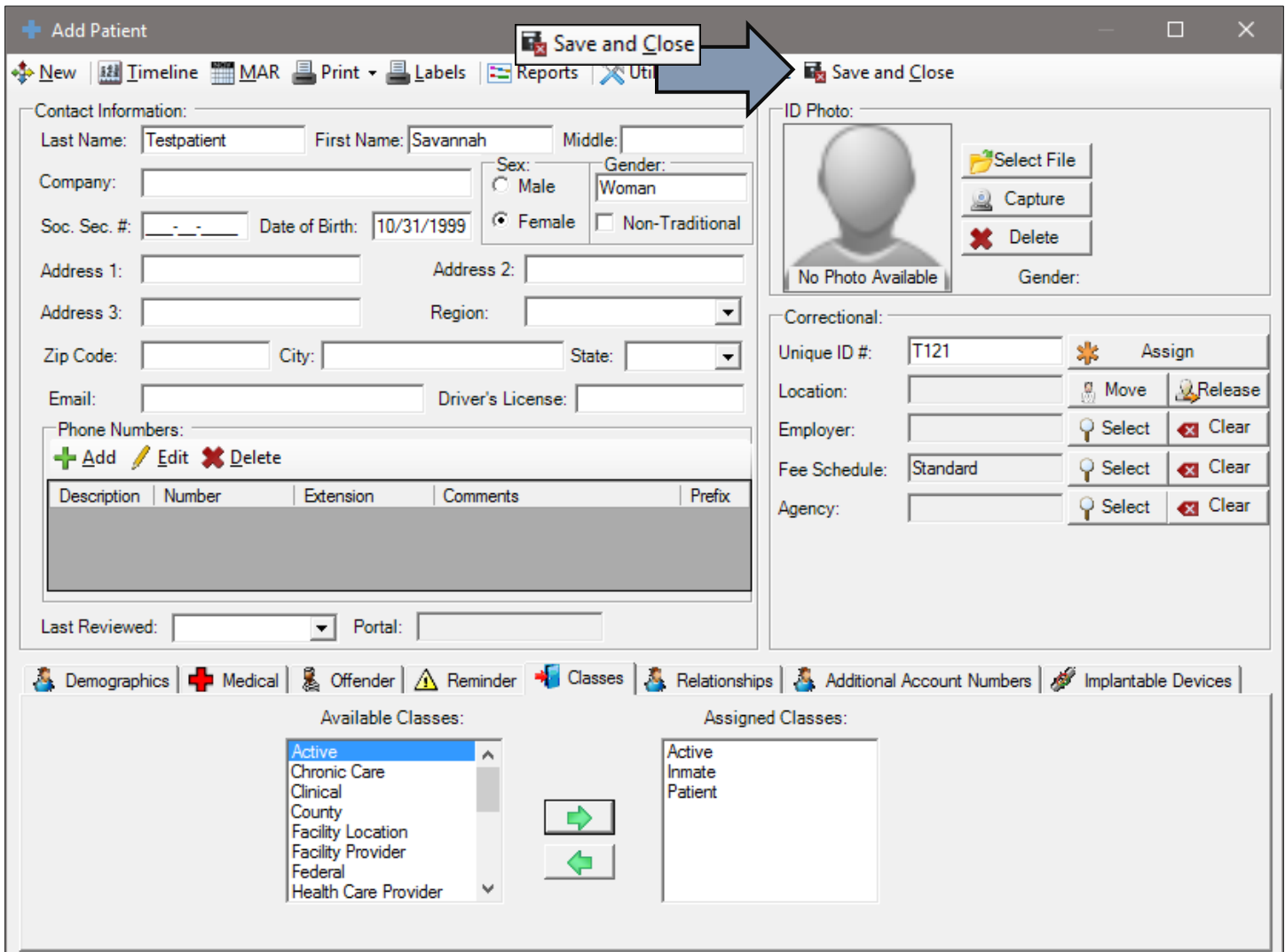
The screenshot shows a software interface with a table at the top containing columns for Description, Number, Extension, Comments, and Prefix. Below the table are input fields for 'Last Reviewed' and 'Portal'. A navigation bar includes icons for Demographics, Medical, Offender, Reminder, Classes, Relationships, Additional Account Numbers, and Implantable Devices. The 'Classes' section is active, showing two lists: 'Available Classes' and 'Assigned Classes'. The 'Available Classes' list includes 'Active', 'Chronic Care', 'Clinical', 'County', 'Facility Location', 'Facility Provider', 'Federal', and 'Health Care Provider'. The 'Assigned Classes' list contains 'Inmate' and 'Patient'. A blue arrow points from the 'Assigned Classes' list towards the 'Available Classes' list, indicating the direction of class assignment.

If a class is not listed, click to highlight the class in the *Available Classes* field then click the green arrow pointing towards the *Assigned Classes* field to move it:



This screenshot illustrates the process of moving a class. The 'Available Classes' list is shown with 'Active' highlighted by a red circle. A blue arrow points from the 'Active' class to the right-pointing green arrow between the two lists. Another blue arrow points from the right-pointing green arrow to the 'Assigned Classes' list, which currently contains 'Inmate' and 'Patient'. This visualizes the action of moving the 'Active' class to the 'Assigned Classes' field.

Once all the previously outlined steps are complete in the *Add Patient* screen, click **Save and Close** to save the changes:



Add Patient Screen Checklist

The following fields must be completed or verified when adding a patient:

- Last Name
- First Name
- Date of Birth
- Sex
- Unique ID#
- Location
- Verify the following classes are assigned:
 - Active
 - Inmate
 - Patient