

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Confirm a New Patient Needs to be Registered

Last Modified on 12/31/2019 9:00 am EST


Version 14.19

Path: Clinical, Practice Management, or Billing tab > Patient Chart button

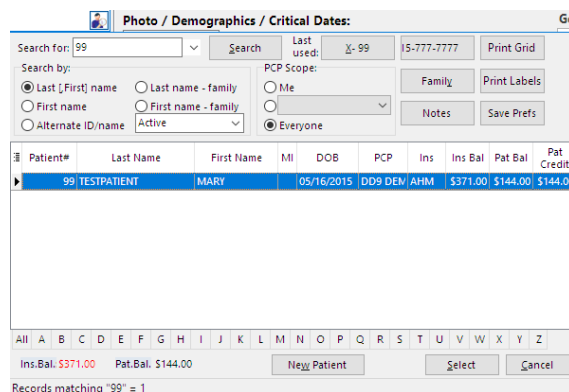
Overview

This page instructs searching for a patient prior to creating a new record. This will confirm if the patient is or is not currently in Office Practicum, therefore preventing duplicate records.

Confirm a New Patient Needs to be Registered

1. Navigate to the Patient Chart using the path above.
2. In the patient search field, enter the patient's name (last name, first name).
3. Press **Enter** on the keyboard or click the **Search** button . Matching results are displayed.

Note: A more thorough search can be conducted by clicking the **Full Search** button. This option gives you the ability to search by alternate names, PCP, and patient status.



Patient#	Last Name	First Name	MI	DOB	PCP	Ins	Ins Bal	Pat Bal	Pat Credit
99	TESTPATIENT	MARY		05/16/2015	D09 DEN/AHM	\$371.00	\$144.00	\$144.00	

A more thorough search can be conducted by clicking the Full Search button. This option gives you

the ability to search by alternate names, PCP, and patient status.

- If the patient is found, a patient chart has already been established.
- If no match, click the **New Patient** button and proceed with registering the new patient.

Version 14.10

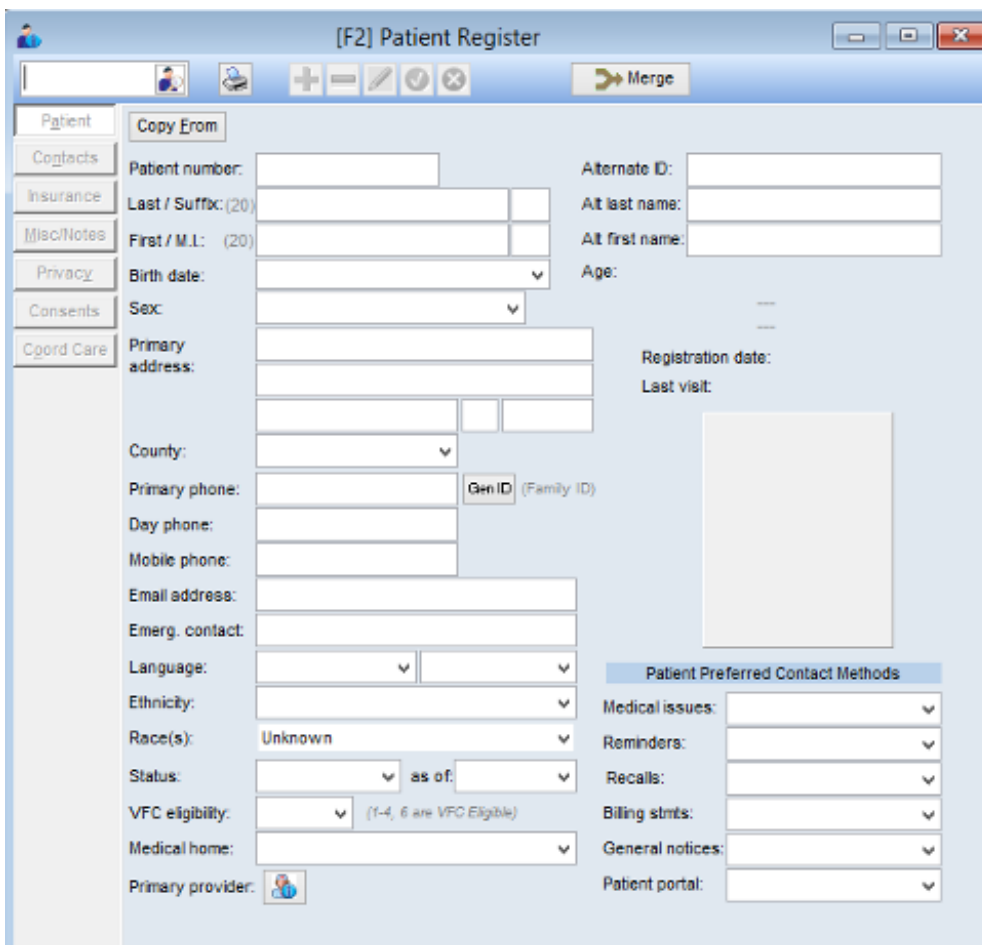
Path: Smart Toolbar > Register Button

Overview



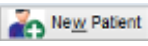
This page instructs searching for a patient prior to creating a new record. This will confirm if the patient is or is not currently in Office Practicum, therefore preventing duplicate records.

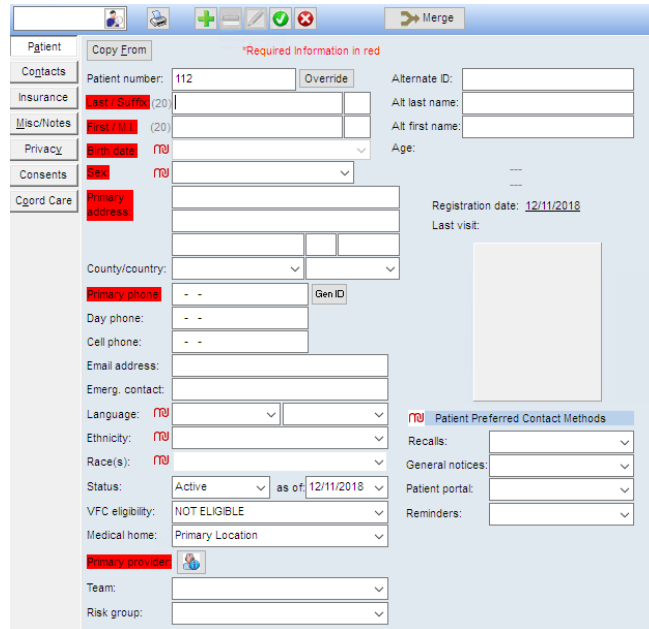
Confirm a New Patient Needs to be Registered

1. Click the **Register** button  .



Patient Register: Register Window

2. Enter the patient (last name, first name) in the search window  and press enter or click the **Search** button .
3. If the patient name appears select it from the dropdown box.
4. If no match, click the **New Patient** button  and proceed with registering the new patient.



The screenshot shows a patient registration form with the following fields and values:

- Patient number:** 112
- Insurance:** Last: S, First: M, MI: (20)
- Privacy:** Birth date: (20), Sex: (20)
- Primary address:** (Redacted)
- County/country:** (Dropdown)
- Primary phone:** (Dropdown)
- Day phone:** (Dropdown)
- Cell phone:** (Dropdown)
- Email address:** (Text field)
- Language:** (Dropdown)
- Ethnicity:** (Dropdown)
- Race(s):** (Dropdown)
- Status:** Active as of 12/11/2018
- VFC eligibility:** NOT ELIGIBLE
- Medical home:** Primary Location
- Registration date:** 12/11/2018
- Last visit:** (Text field)
- Recalls:** (Dropdown)
- General notices:** (Dropdown)
- Patient portal:** (Dropdown)
- Reminders:** (Dropdown)