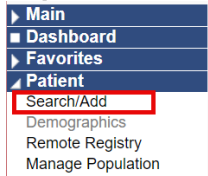


Add/Edit Patient Demographics

These instructions detail how to add and edit patient demographics. **View-only accounts will not have access to this functionality.**

1. Log into the system using your username and password. Using the navigation menu, click the **Patient > Search/Add**



2. Enter the search criteria for the patient. Click **Search** (or press Enter).

3. The search results will be displayed. Select the patient from the list.

First Name	Middle Name	Last Name	Birth Date	City	Grid First Name	Grid Last Name
A.B.	E.	SMITH				
ABIGAIL		SMITH				
ABIGAYLE	ELIZABETH	SMITH				
ADALINE	KAR-ROSE	SMITH		NEWMAN		
AILEEN	E.	SMITH				
AIYANNA	EVERLEIGH	SMITH		CALHOUN		
ALEENA	M.	SMITH				
ALEXANDER	EMMANUEL	SMITH		DECATUR		
ALEXANDER	G.	SMITH				
ALEXANDER	JEROME	SMITH		AUGUSTA		

4. Click **Edit** to open the Patient Demographic page.

5. Enter any patient demographic criteria that needs to be updated. The required fields are displayed in red.

6. Click Save. The patient is then entered into the system and can be viewed by users with the appropriate access levels and permissions.

Note: Other menu options will be affected when navigating away from this page prior to either saving or cancelling pending edits to the patient demographics on this page.