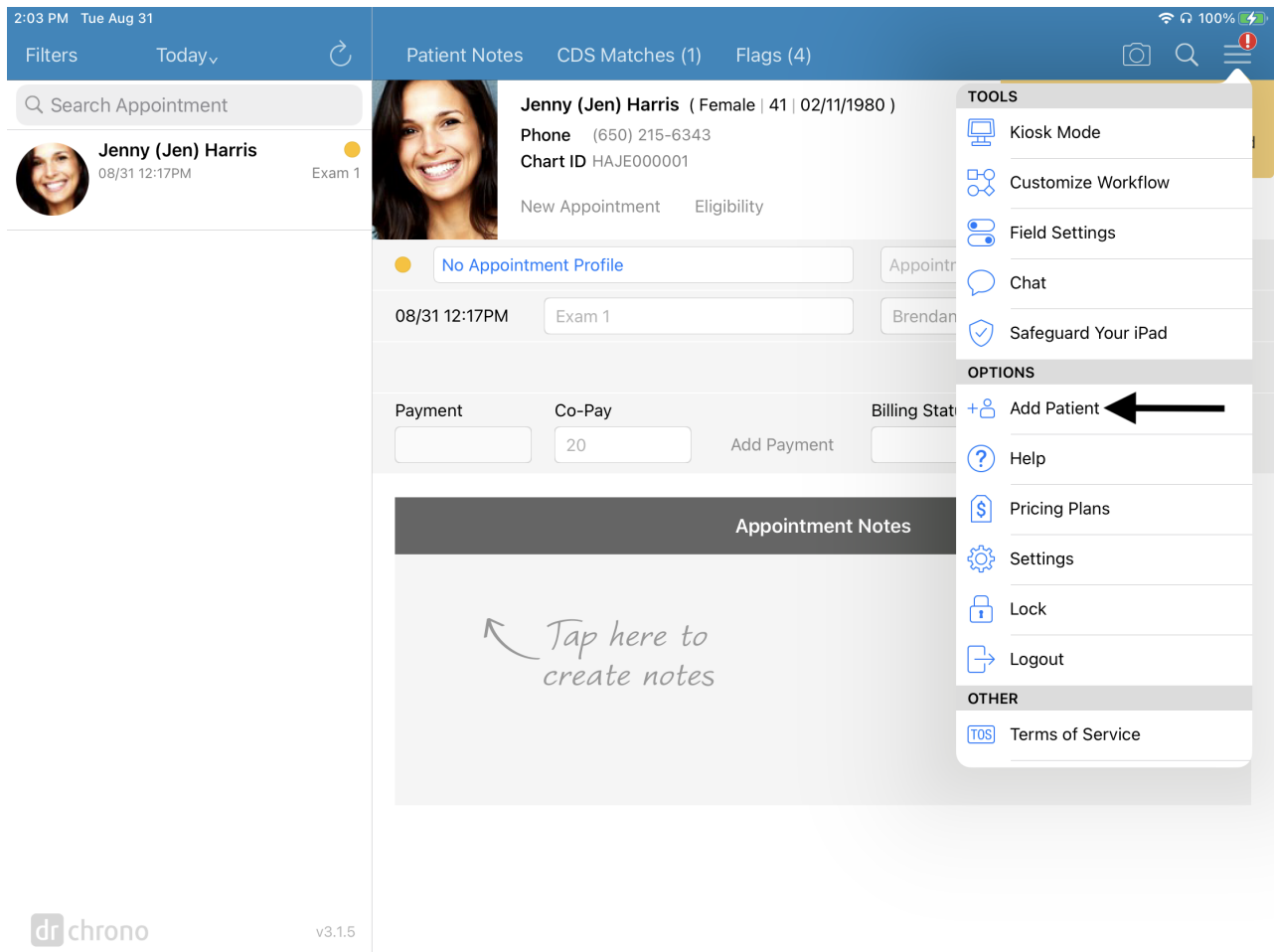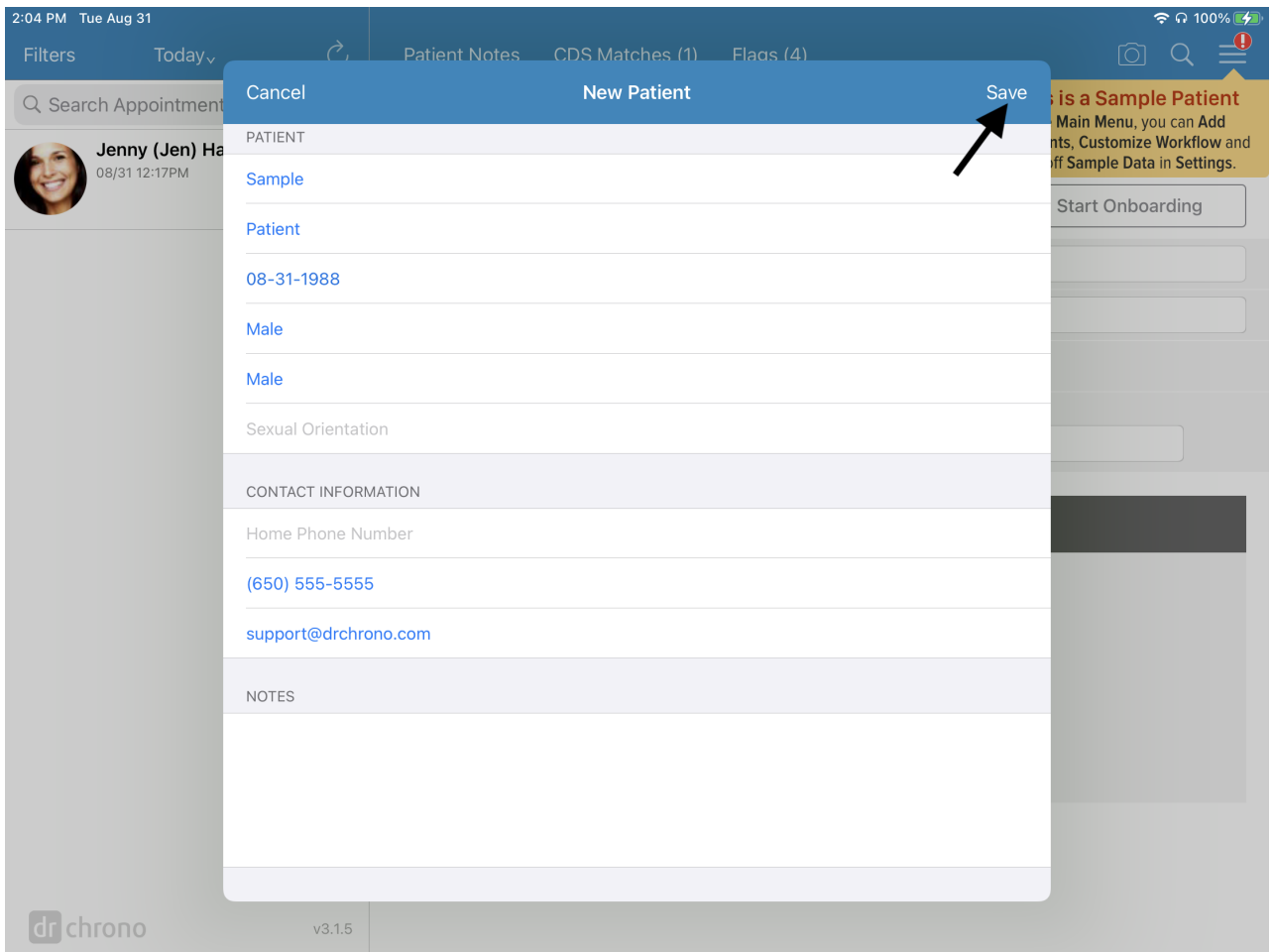# Adding a Patient on the Check-In App

09/12/2024 3:29 pm EDT

You can add a patient through the check-in app by tapping on the menu icon ☰ and selecting **Add Patient**.

Enter the patient information and select **Save**.

Cancel New Patient **Save**

PATIENT

Sample

Patient

08-31-1988

Male

Male

Sexual Orientation

CONTACT INFORMATION

Home Phone Number

(650) 555-5555

support@drchrono.com

NOTES

A success message will appear. You can select **Yes** to add a patient or **No** to return to the main page.
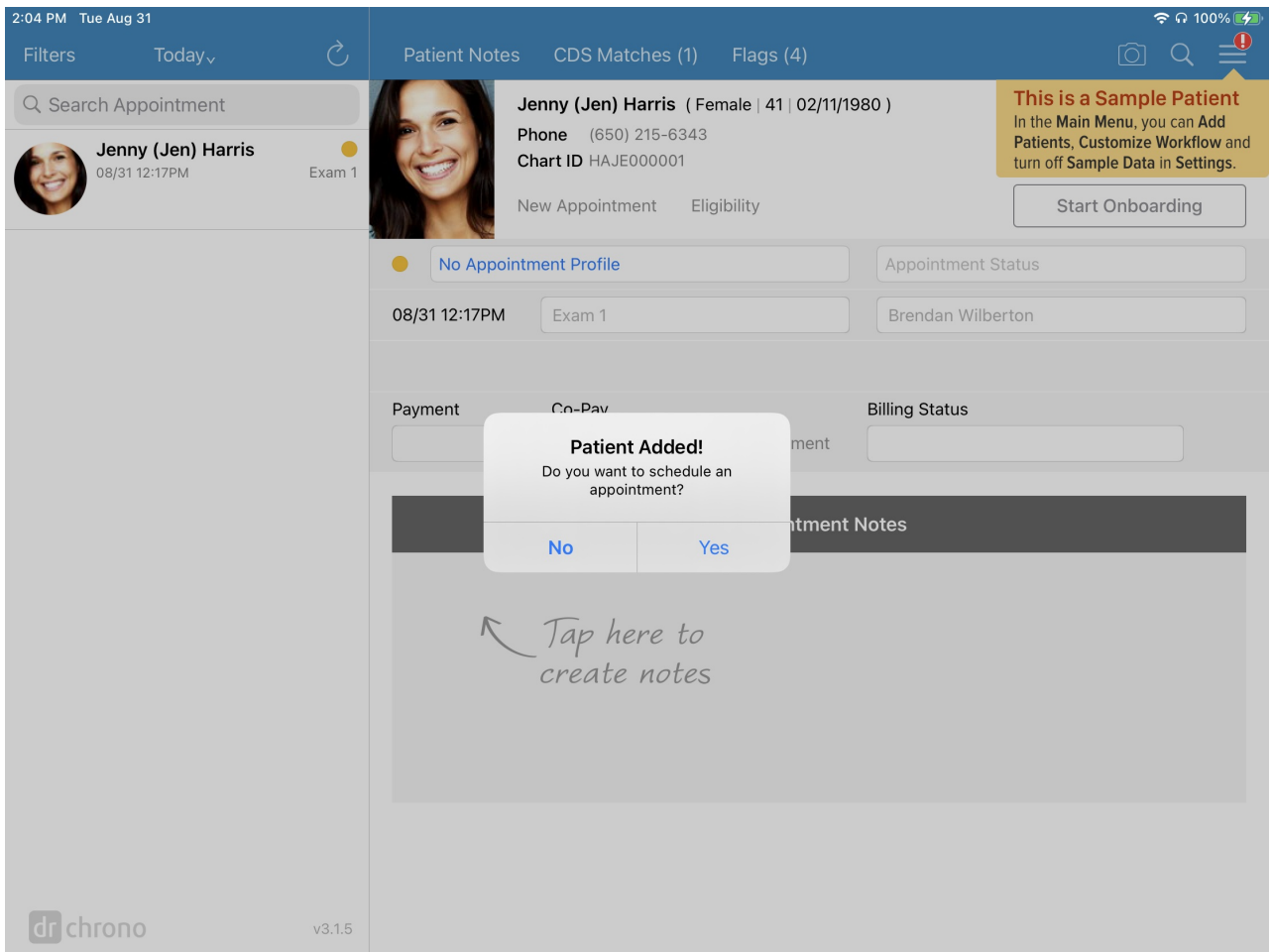
If you select **Yes**, you can schedule the appointment. Tap on the items to select the information like provider, exam room, appointment profile, etc.
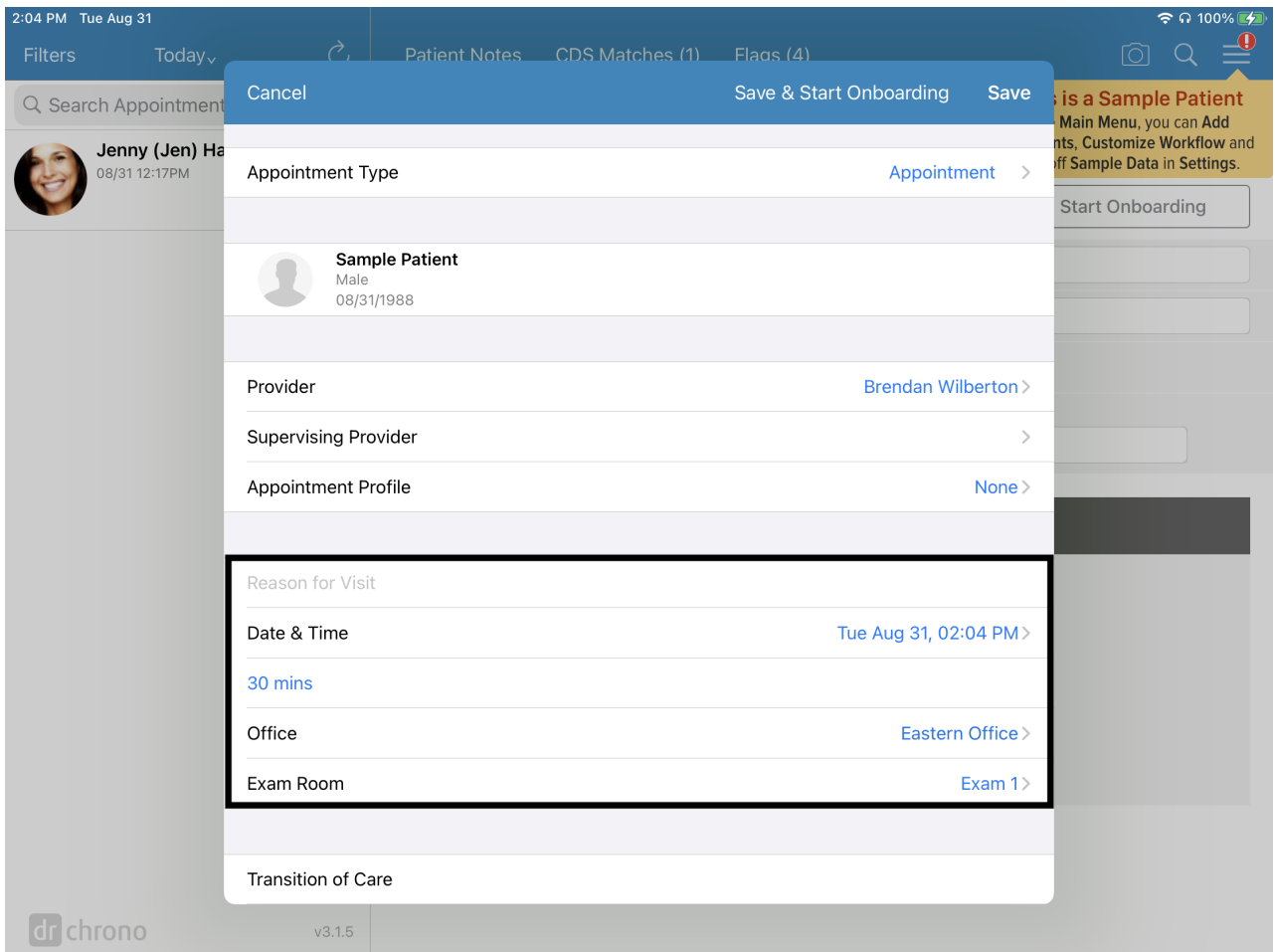
Tap **Date & Time** to schedule an appointment. It will default to the current date and time. Set the appointment and select **Save & Start Onboarding** for the patient to check in or **Save** to return to the appointments screen.
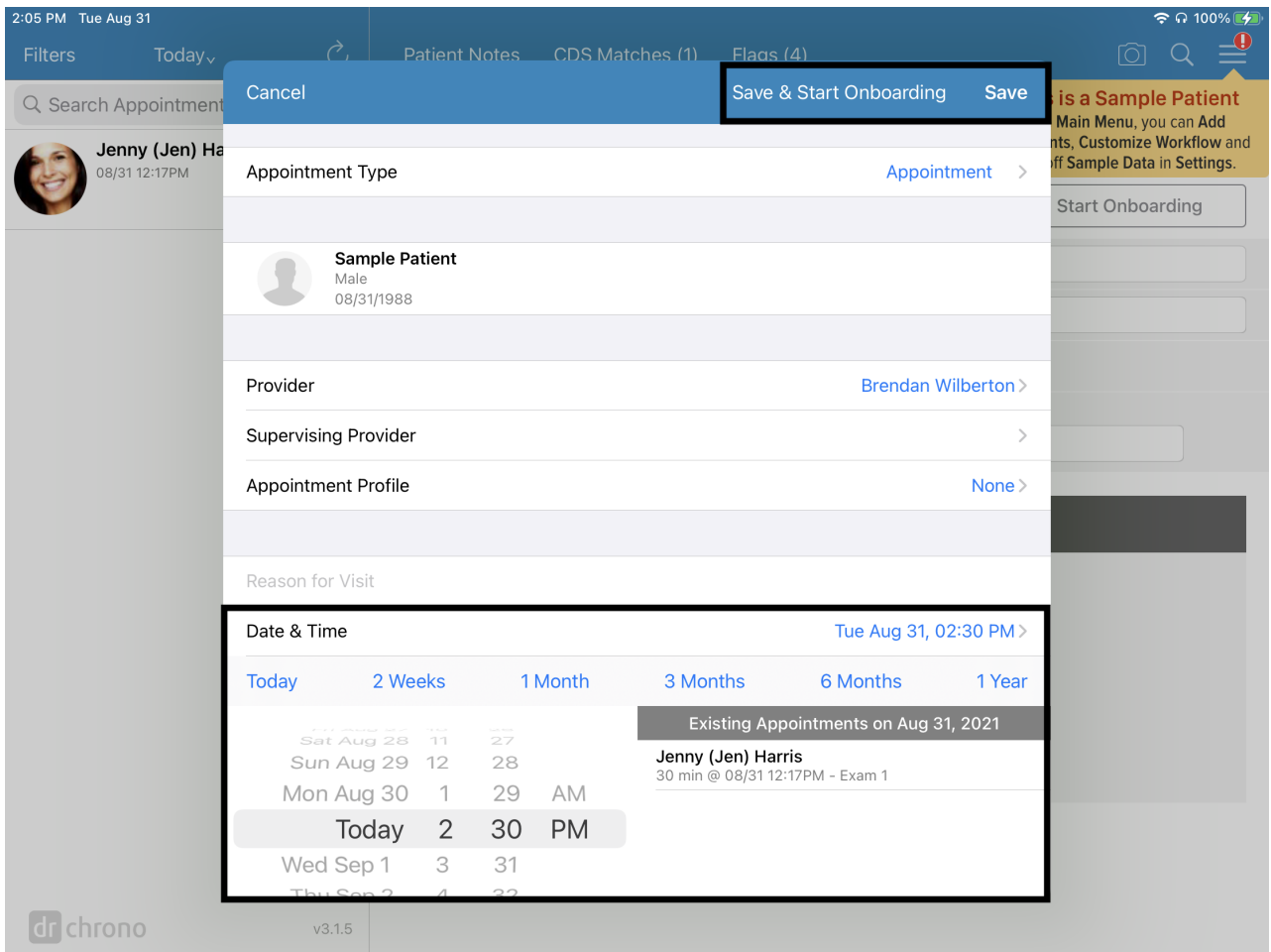
You will see a success message that the appointment was saved.

Appointment saved successfully

⌕ Search Appointment

Jenny (Jen) Harris   ●
08/31 12:17PM   Exam 1

Sample Patient   ●
08/31 02:30PM   Exam 1

No Patient Selected

Phone

Chart ID

New Appointment   Eligibility

Last Visit

Next Visit

Loading Jenny (Jen) Harris

Start Onboarding

●   No Appointment Profile   Appointment Status

Brendan Wilberton

Payment   Co-Pay   Billing Status

$0.00   Add Payment

Appointment Notes