Editing Basic Patient Information through OnPatient

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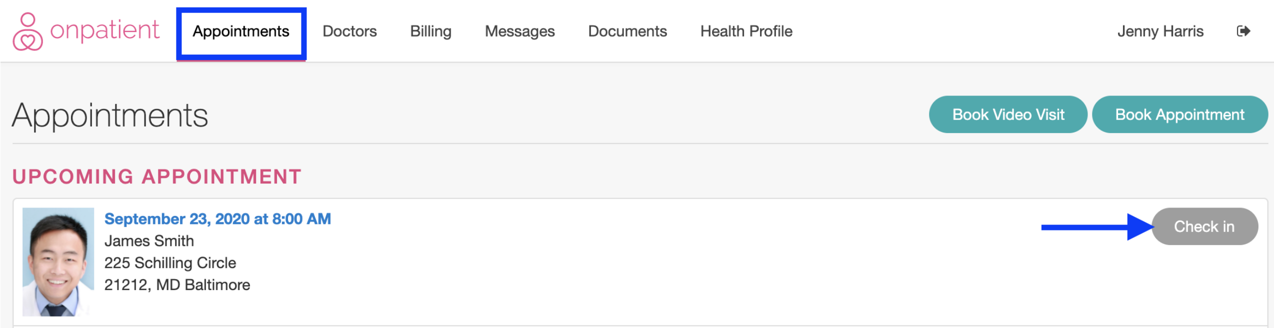
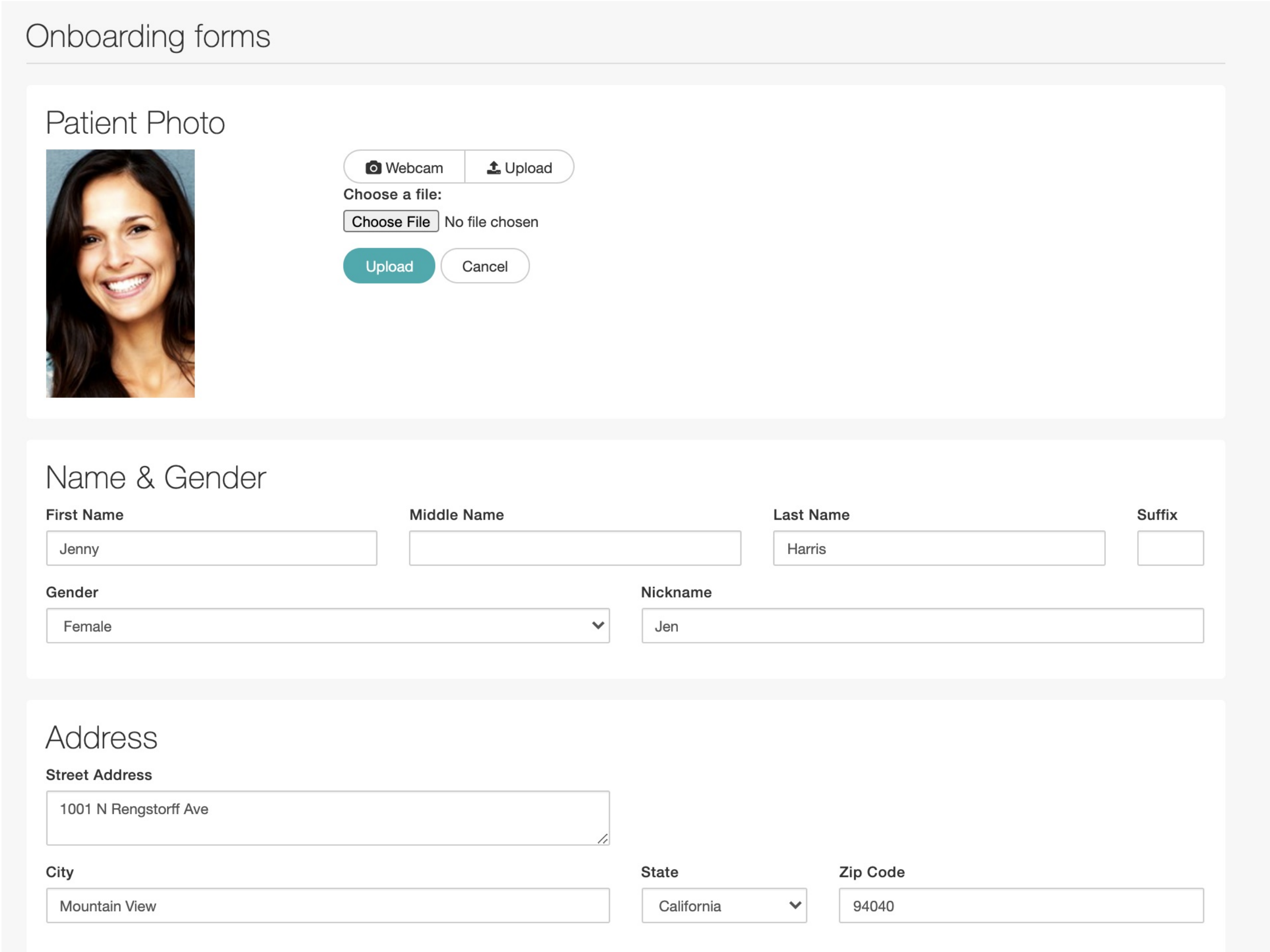
Allow your patients to submit their information before they even reach the office. They'll need to set up an OnPatient account which you can learn more about here.

1. Once you have an OnPatient account, log in and go to **Appointments**. The patient will need to have an appointment scheduled to edit their basic demographic information. If they have an appointment set up click **Check In**.



2. This will direct the patient to their demographic information along with Additional Information and Reason for Visit that is specific to your OnPatient forms.
Note: Data that is input through the Additional Information, Reasons for Visit, Medications, Allergies, Conditions, or Questions & Comments sections will populate in the clinical note. All other information will populate the patient's chart.



3. As the patient completes the check-in process, they can make changes to their demographic information, for example, updating their address or contact information.

4. If needed, the patient will need to sign any consent forms and click **I'm done**. After clicking **I'm done**, the information the patient entered will be saved.