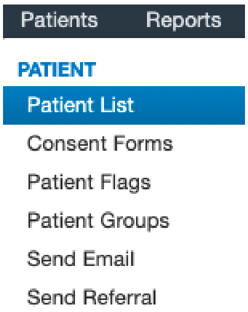
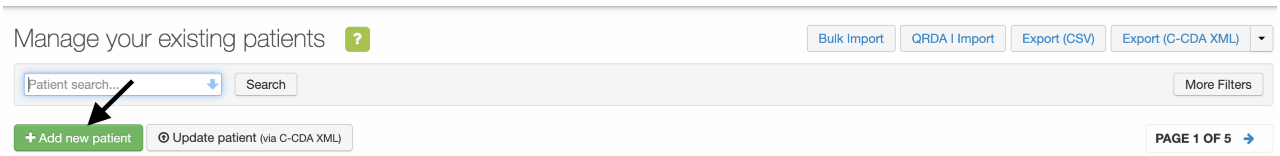
How do I add new patients and how do I edit information on existing patients?

07/08/2024 7:59 pm EDT

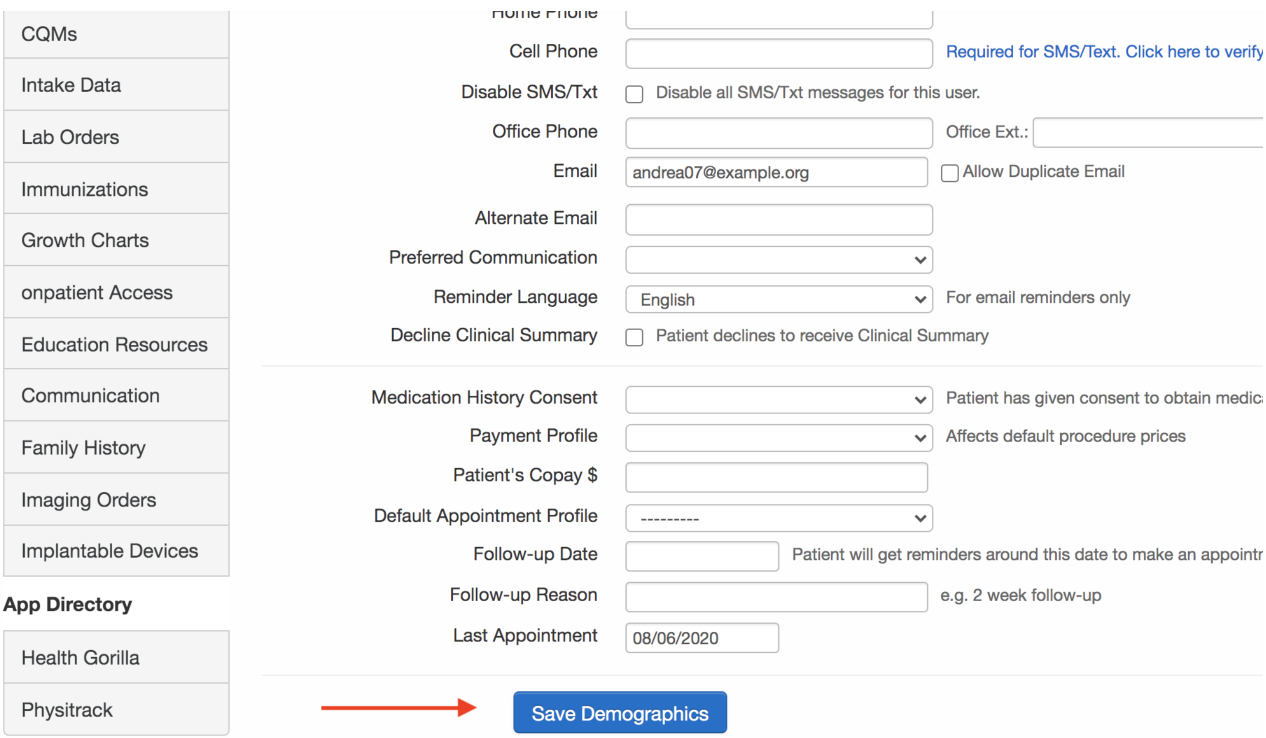
1. Hover over **Patients** and click **Patient List**.



2. To add a patient, click **+Add new patient**, then enter all necessary fields. As noted on the New Patients page, you can enter all necessary fields for each patient including demographics, insurance information, and billing data.



3. To edit information on existing patients, open the patient chart, edit the necessary fields, and click **Save Demographics** at the bottom of the page.



For uploading a bulk list of patients click here.

Go to your patient list now.