

The screenshot shows the 'Patient Search' form. A red box highlights the search criteria fields: 'First Name or Initial' (archie), 'Last Name or Initial' (test), and 'Birth Date' (10/15/1982). A red box around the 'Check here if adding a new patient.' checkbox is labeled '1'. A red box around the 'Search' button is labeled '3'. Below the search results, a red box around the 'Add Patient' button is labeled '4'. The search results section shows 'Records Found = 0' and 'No data available in table'.

If a patient does not populate after searching by name and birth date, the patient may need to be added to the registry.

To add a patient, go to the *Patient -> Search/Add* screen.

1. Check the *Check here if adding a new patient.* box
2. Fill in the red information.
 - The *Guardian* and *Mother's Maiden Name* information is required only for patients 18 years old and younger.
 - If guardian information is unknown, add the patient's own name as Guardian.
3. Click *Search*
4. If no patient populates in the *Patient Search Results* section, click *Add Patient*.

The screenshot shows the 'Patient Demographics Edit' form. Red boxes highlight the 'First Name' (archie), 'Last Name' (test), 'Birth Date' (10/15/1982), and 'Sex' (MALE) fields. A blue box highlights the 'Race' (White), 'Ethnicity' (Not Hispanic or Latino), and 'Language' (Decline to State) fields. The 'Address' section is also highlighted in red, showing 'Address 1' (1556 n state st), 'City' (COLUMBUS), 'State' (OH), and 'Zip Code' (43215). The 'Patient Phone Number(s)' section is highlighted in blue, showing a phone number (614)224-2244 and 'Primary' (Primary residence numb). A red box around the 'Save' button is also present.

On the Demographic Page that will come up next,

1. Add the required demographic information shown in the red bubbles: *First Name, Last Name, Birth date, Sex, Address*, and select *Decline to State or Unknown (SSN)*
 - The *Add* button and the *Primary?* button must be clicked in the *Address* section.
2. If collected at your location, please also add the demographics, shown in the blue bubbles: *Race, Ethnicity*, and *Phone Number (along with Phone Use Code)*.
 - The *Add* button and the *Primary* button must be clicked in the *Patient Phone Number(s)* section
3. After demographic information has been entered, click *Save*.

Patient Demographic Master View			
Record Info			
SIIS Patient ID:	13360789	Last Update:	12/08/2020
Organization Owner:	-	Last Updated By:	EMILY
Facility Owner:	-		
Entry Date:	12/08/2020		
Entered By:	EMILY		
Patient Status			
State Level:	Active	Organization Level:	Inactive
County Level:	Active (Franklin)		
Patient			
First Name:	ARCHIE	Race:	Asian
Middle Name:		Ethnicity:	Not Hispanic or Latino
Last Name:	TEST	Language:	
Suffix:		SSN:	
Birth Date:	10/15/1982	Medicaid #:	
Birth File #:		Multi Birth Indicator:	N
		Birth Order:	
Age:	38 yrs	Military:	
Reminder/Recall Publicity Code:		Recall Attempts:	0
Sex:	MALE	Nationality:	
Mother Maiden Nm:		Passport #:	
VFC status:	Not VFC Eligible	Visa #:	
		Vaccine Supply:	PRIVATE
Primary Address			
Address 1:	1556 N STATE ST	Address 2:	
City:	COLUMBUS	State:	OH
Zip Code:	43215		
Email:			
Country:	United States	County/Parish:	FRANKLIN
Family & Contact			
Guardian 1 First:		Guardian 1 SSN:	
Guardian 1 Middle:		Guardian 1 First:	
Guardian 1 Last:		Guardian 2 Last:	
Phone Number:	Phone Use Code	Equipment Type:	
+ Alias			
+ Secondary Patient Demographics			
+ School			
+ Primary Insurance			
+ Medical Home			
+ Birth & Death			
+ Associated Campaigns/Tiers			
+ Assessment			
+ Patient Specific Reports			
<input type="button" value="Edit High Risk Categories"/>			
<input type="button" value="Back"/> <input type="button" value="Edit"/>			

REQUIRED at time of first dose:

After saving the Patient Demographics.

1. Click the *Edit High Risk Categories* box.

Patient			
Name:	ARCHIE TEST	SIIS Patient ID:	13360789
Date of Birth:	10/15/1982	Age:	38 yrs
Guardian:		Organization Level Status:	Inactive
Patient High Risk Categories			
Available Categories		Current Categories	
<ul style="list-style-type: none"> ASSISTED LIVING FACILITY RESIDENT ASSISTED LIVING FACILITY STAFF CONGREGATE CARE FACILITY RESIDENT CONGREGATE CARE FACILITY STAFF EMERGENCY MEDICAL SERVICES HOSPITAL ADMINISTRATIVE STAFF HOSPITAL ANCILLARY STAFF HOSPITAL CLINICAL STAFF NONHOSPITAL HEALTHCARE ADMINISTRATIVE STAFF NONHOSPITAL HEALTHCARE ANCILLARY STAFF 		<input type="button" value="▶"/>	
<input type="button" value="Back"/>			

1. Select the most appropriate Target Population or Occupation and assign it to the individual using the > arrow to the right.

- There should be a notification at the top stating "Patient High Risk Categories Successfully Changed"

The patient has now been added, and the vaccination(s) can now be added to their chart.