

Add a New Patient

Three ways to add a new patient: From the Appointment Book:
Double-click on a time slot > **New patient.**

OR

From the main screen:
Press **F2** > **Add new**
OR Press **F10** > **Add new.**

Add a New Patient

The screenshot shows the 'New Patient' form with the following fields and callouts:

- Callout 1:** Points to the 'Head of family' field.
- Callout 2:** Points to the 'Next of kin' field.
- Callout 3:** Points to the 'Deny access to other users' checkbox.

1. When finalizing an account for a member of the family (a minor), select **Head of Family** from the **Bill to** field to process the payment.

2. When setting the **Next of kin**, you can choose to use **Head of family** details. Link to the Head of family to auto-update.

3. Nurses can also be set as a **Usual provider**. Tick **Deny access** to limit the patient's record to access by their usual doctor only.



The head of family must be listed as an existing patient. The patient's next of kin and emergency contact do not need to be listed as patients.

Add Bank Account Details

When a patient pays their account, and the claim is sent via patient claiming, the bank account details entered in Bp Premier will be sent with the claim, and the patient's rebate will be paid into that account.



These bank account details are not saved to Medicare. It also won't save over any existing bank account details that Medicare has recorded for the patient.

The screenshot shows the 'Bank account details' form with the following fields and callout:

- Callout 1:** Points to the 'Use address held by Services Australia' checkbox.

1. If **Use address held by Services Australia** is unticked, the patient's address recorded in Bp Premier will be sent with the claim.

Search for duplicate patients:

1. Select **Utilities** > **Search** > **Load query.**
2. In the Windows file explorer, browse to C:\Program Files\Best Practice Software\BPS\SuppliedQueries\ Demographics.
3. Select one of the supplied queries and click **Open.**
4. From Database Search, click **Run query.**

To avoid a duplicate entry when adding a new patient:

1. Go to Main screen > **View** > **Patients.**
2. Tick **Show inactive patients** and search for the patient you are about to add.