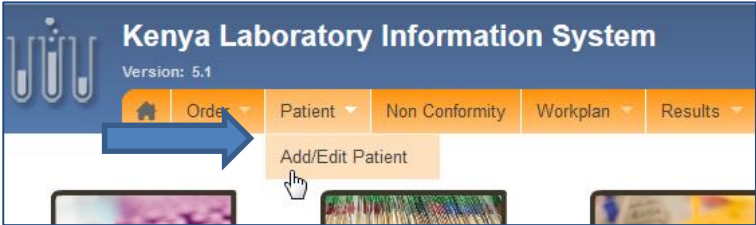
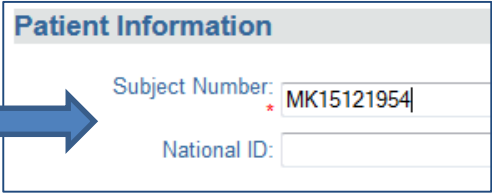
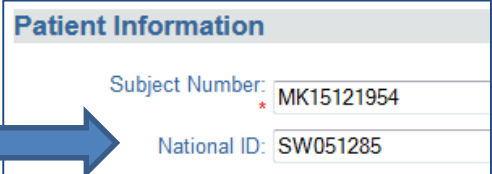
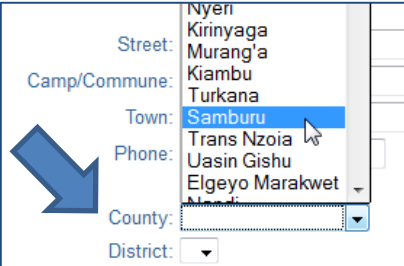
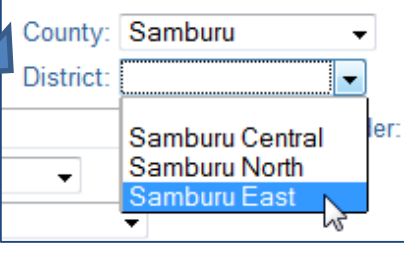
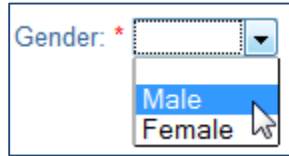
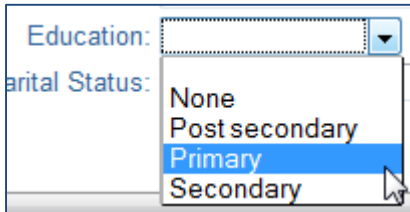
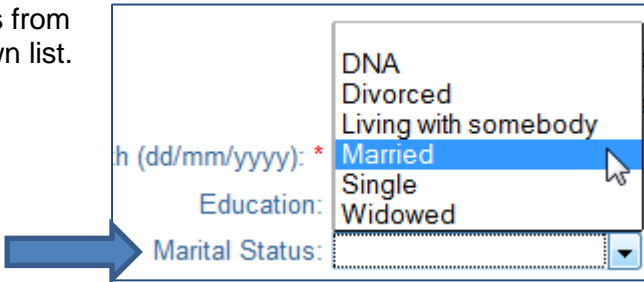
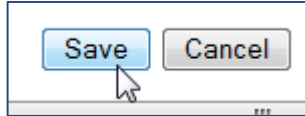


Job Aid: How to Create a New Patient Record

Objective: Create a new patient record using the OpenELIS system		
Task : Enter correct and complete patient information into the OpenELIS patient information form.		
When : When a new patient is received at the laboratory or a test order for a new patient is received.		
Who : The receptionist or laboratory technician receiving the patient or test order		
Required materials : Test order with requisite patient information ; computer with OpenELIS installed		
Notes: Fields marked with a red star * must be filled.		
Step	Action	
1.	If...	Go to...
	You are on the Welcome page	Step 2
	If you are on the Add Order or Add Confirmation Order page	Step 3
2.	<p>Move the mouse to the Patient tab, highlight and click on Add/Edit Patient from the drop down menu.</p> <p>Go on to Step 3.</p> 	
3.	Use the Search feature to confirm that the patient does not have an existing OpenELIS record. See <i>Job Aid: Search for a Patient Record</i> for guidance.	
	If	Then
	The patient has a record	Confirm that the patient information is up to date and continue with test order entry.
4.	The patient does not have a record	Continue with Step 4 .
	<p>In the Patient Information section, type in the Subject Number. This is the number given to the patient by the clinic or hospital issuing the test order.</p> <p>Note that this is a required field.</p> 	
5.	<p>Type in the patient's National ID.</p> 	

6.	Fill in the Patient Name , typing in the patient's Last Name in the first field, then the patient's First Name in the second field. <div data-bbox="297 279 1393 338"> <div>Patient Name</div> <div>Last Name : Nzioka</div> <div>First Name : Mavis</div> </div>	
7.	Type in the patient's Address , including the Street, Camp/Commune, Town , and Phone . <div data-bbox="297 491 1349 730"> <div>Address</div> <div>Street: PO Box 504938</div> <div>Camp/Commune: Archer's Post</div> <div>Town: Archer's Post</div> <div>Phone: +254-071-346-975</div> </div>	
8.	Select the patient's County from the drop down menu.	
9.	Select the patient's District from the drop down menu. Note that the list of districts is based on the County selected in Step 8. If no county is selected, then the District drop down menu will not be active.	
10.	Type in the patient's Date of Birth , using the dd/mm/yyyy format. <i>Example :</i> 29/05/1953 <div data-bbox="297 1381 1409 1444"> <div>Date of Birth (dd/mm/yyyy): * 29/05/1953</div> <div>Age: 61</div> <div>Gender: * ▼</div> </div> <p>Note: Once the data of birth is entered, the Age is automatically calculated and displayed in the Age field.</p>	
	If you do not know...	Then.....
	The day and/or month of birth, and you do know the year in which the patient was born,	Type an "X" in the place of each unknown number <div data-bbox="662 1696 1295 1875"> <div>Date of Birth (dd/mm/yyyy): * xx/05/1953</div> <div>Date of Birth (dd/mm/yyyy): * xx/xx/1953</div> <div>Date of Birth (dd/mm/yyyy): * 29/xx/1953</div> </div>

	<p>The patient's date of birth and you do know his or her age,</p>	<p>Type the age of the patient into the Age field. The system will automatically calculate the year of birth and display "XX" in place of the day and month. I</p> <p>Date of Birth (dd/mm/yyyy): * <input type="text" value="xx/xx/1952"/> Age: <input type="text" value="63"/></p>
11.	<p>*Select the patient's Gender by clicking on your selection from the drop down menu.</p>	
12.	<p>Select the patient's Education level by clicking on the best option from the drop down list.</p>	
13.	<p>Click on the patient's Marital Status from the options provided in the drop down list.</p>	
14.	<p>Verify that you have entered complete and correct patient data into the Patient Information form.</p> <p>Click on the Save button to create a new patient record.</p> <p>Note: The Save button will not be active until all required fields are filled. If the button is not active, review your entries to ensure that all essential and required data has been entered.</p>	
15.	<p>This task is complete when a new page appears, you receive a message indicating that the data is saved, and you can successfully search for the patient record just created.</p> <div data-bbox="295 1549 1404 1850"> <p>Save was successful</p> <p>Search</p> <p>Search by... <input type="text" value="Type search here..."/> <input type="button" value="Search"/></p> <p><input type="button" value="New Patient"/></p> <p>Patient Information</p> <p>Subject Number: <input type="text"/></p> <p>National ID: <input type="text"/></p> </div>	

