Tasks:	Registering a patient,managing patient demographic
Objective:	
Who:	Receptionist
Required Materials:	Patient information
Version:	
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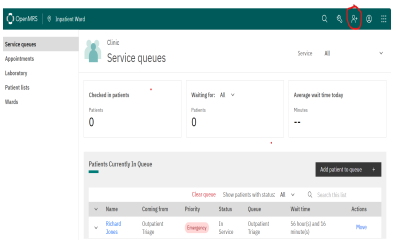
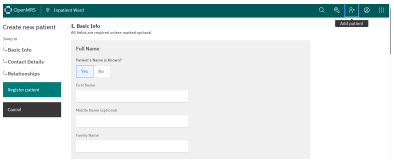
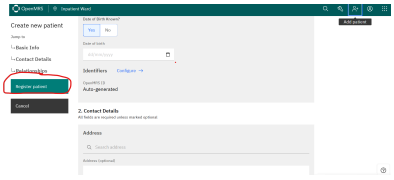
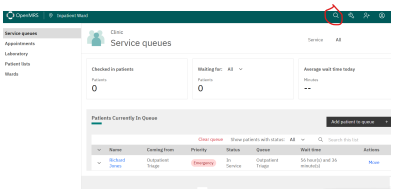
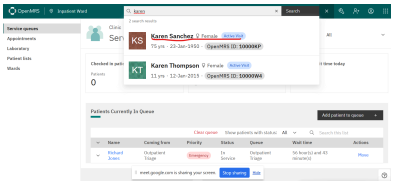
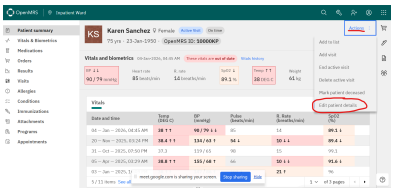
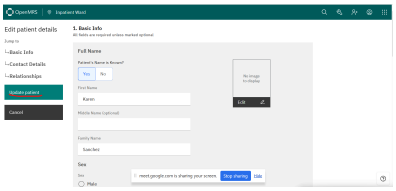
Last Updated:	January 19,2026

Registering a patient

Step	Action	Screen Shots
Go to the add patient page	Click the add patient button	
input patient information	Put patient information first name,last name, address etc..	
Complete Registration	Register the patient information	

Updating a patient's information

Step	Action	Screen Shots
Go to the search bar	Click the search bar button	
Search for patient	Type the patient name or ID	
Edit patient details	1. Click the action button on the patient summary page 2. Click the "edit patient details"	
Update the patient information	1.Update any patient information 2.click the update patient button