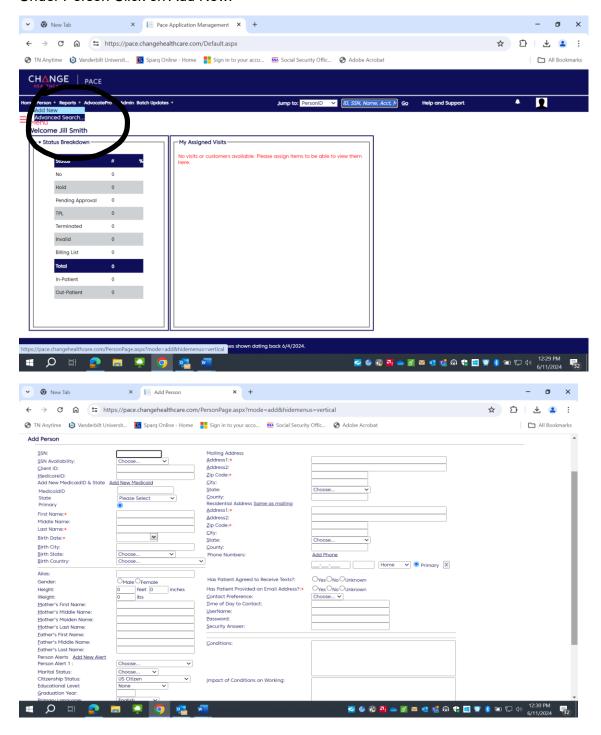
SOP for adding a New Person in PACE:

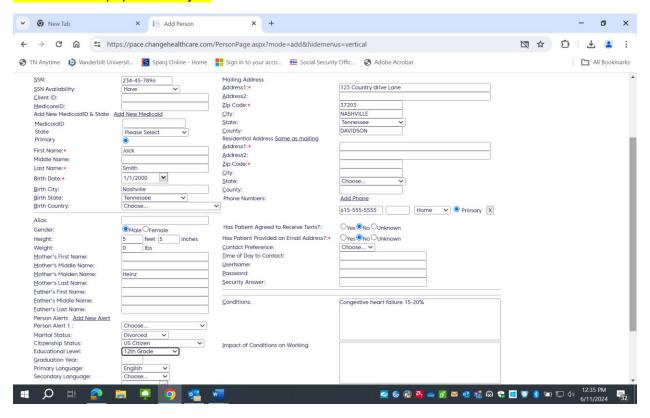
Before adding a new person make sure you followed the SOP for searching if a patient is already in PACE. We want to avoid duplicates if possible and less data entry if already in PACE.

Under Person Click on Add New:

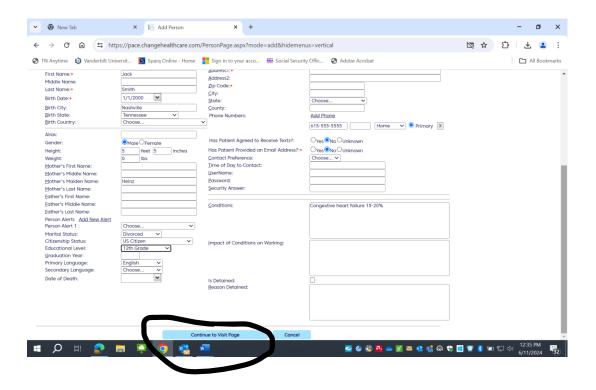


You should see this screen below and need to fill out as much information that you have:

Shortcut: type in address and tab down to zip code and type in zip code hit enter the city and state will auto populate for you



Select continue to visit page:



Need to fill out everything with Red Asterix: For Was the patient screened select Not Applicable

