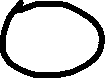
SOP for adding a New Person in PACE:

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:

A computer screen shot of a computer

Description automatically generated



A screenshot of a computer

Description automatically generated

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

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Description automatically generated

Select continue to visit page:

A screenshot of a computer

Description automatically generated



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

A screenshot of a computer

Description automatically generated