CCR HOW-TO
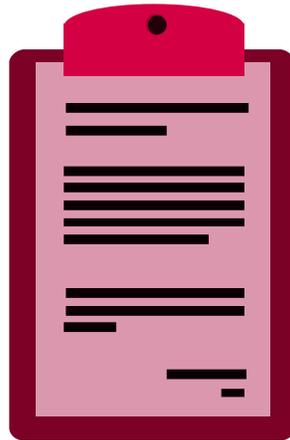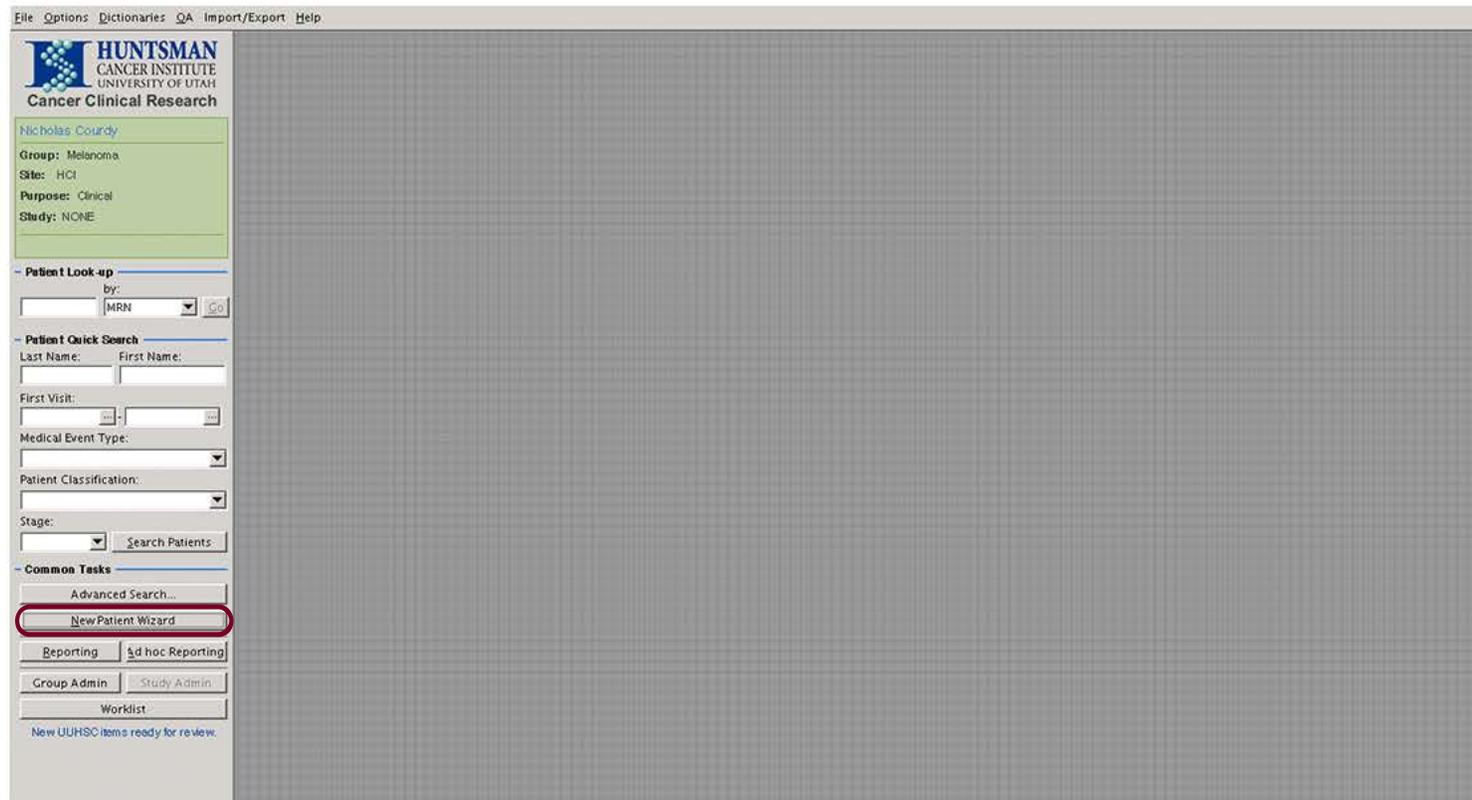
HOW-TO

New Patient Wizard

To add a new patient to a CCR cancer group, click
'New Patient Wizard'. A new window will open.

The 'New Patient Wizard' window will open. In the 'Lookup New Patient by ID' tab search for a patient by MRN or HCI Person ID. Enter the patient's ID and click 'Search'. CCR will locate the patient. Add the patient to CCR by clicking 'Add This Patient'.

In the 'Lookup New Patients by Name' search for patients by last and first name. Once CCR finds the correct patient click 'Add Selected'.

The 'Non UUHSC Patients' tab can be used to add a patient if the previous two tabs cannot locate them. This means they are not part of UUHSC. Once the patient information is entered correctly, click 'Add Patient'.

After clicking 'Add Patient' from any of the three tabs, the patient window will open. This window edits and adds information about the patient. Save after editing or adding any information by clicking 'Save'.