



## How to add a new patient in enhanced OSIIS

1. Login into system
  - a. Make sure you are logged into the correct provider/clinic
2. Search for patient
  - a. You can click on "Patient Search" at the top of the screen or
  - b. You can click on "Patients" and then "Search" on the left side of the screen
3. Enter at the least the first 3 letters of the last and first name and DOB
  - a. Click Search
4. If the patient is not found click on "New Patient" under Search Results
5. Enter information in the fields under Add (\* indicates a required field)
6. Click Create
7. Enter patient demographic information
8. Click Update