Quick Reference Guide

Creating a New NEPT Patient Profile

▼ Facility Administration
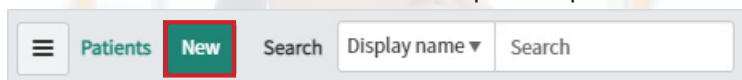
→ Patients

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu. ●
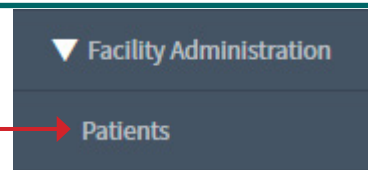
2. Search for the patient's surname via the global search bar 'Display name' to avoid patient profile duplication. **Best practice** would be to also check the first name of the patient to ensure a profile doesn't already exists with different spelling. If there is no match proceed to step 3.

☰ Patients **New** Search Display name ▼ SIMPSON
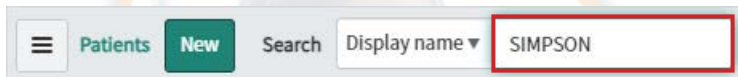
3. Select the 'New' button located at the top of the patients window.

☰ Patients **New** Search Display name ▼ Search

4. Enter the patient's details, sections pre-fixed with a red asterisk * are mandatory data fields to be completed.

   • Click on the magnifying glass icon next to 'Facility' to attached your facility name to your patient's profile. ●

Display name		Active ✔
* First name		Deceased ☐
* Last Name		* Facility [🔍]
* Date of birth	[📅]	Type of Notification -- None -- ▼
* Gender	-- None -- ▼	Email
Pension number		Last Viewed By
DVA card number		Mobile number
DVA card colour	-- None -- ▼	* Contact number

Patient contact number is mandatory.

   • If the 'Type of notification' is selected, then the 'Email' or 'Mobile number' becomes mandatory.

   • If a 'DVA card number' is entered, then the DVA card colour becomes mandatory.

☐ Default to facility contact number if patient contact number not known

5. Enter the patients address, the address field is predictive text using Google Maps. Ensure the correct address is selected from the provided drop down menu.

* Address [42 Anderson Street]

📍 **42 Anderson Street** Chatswood NSW, Australia

📍 **42 Anderson Street** Yarraville VIC, Australia

📍 **42 Anderson Street** Marshalltown, Johannesburg, South Africa

📍 **42 Anderson Street** Manunda QLD, Australia

📍 **42 Anderson Street** Newport VIC, Australia

powered by **Google**

6. Check the address details populated in the 'Residential address' tab are correct. If required, enter an apartment number (unit number), building (level of apartment) and Location Name (name of facility).

Residential address	Activity

Please review and correct any errors with this address in the fields below

Apartment		Local Government Area	Cairns
Building		✱ State	QLD
Location Name		✱ Post code	4870
✱ Street address	42 Anderson Street	✱ Please confirm the address fields are populated correctly	☐
✱ Suburb	Manunda		

7. Once the address has been checked and confirmed as correct, tick the address confirmation statement box.

✱ Please confirm the address fields are populated correctly ☐

✱ Please confirm the address fields are populated correctly ☑

8. Select 'Submit'.

Submit

The patient's profile will now be available for your facility for all future bookings, until the patient's profile is either marked as deactivated or deceased. Refer QRG09 Mark a Patient Deceased or Deactivate Patient NEPT Profile.