



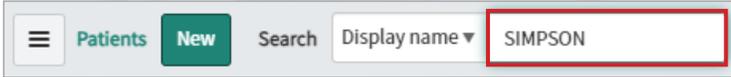
Quick Reference Guide

Creating a New NEPT Patient Profile

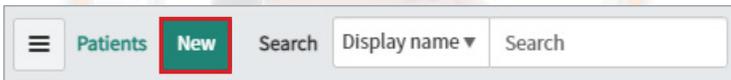
1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.



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 exist with different spelling. If there is no match, proceed to step 3.



3. Select the 'New' button located at the top of the patients window.



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.

Form fields and checkboxes:

- Display name: [Text input]
- * First name: [Text input]
- * Last Name: [Text input]
- * Date of birth: [Date picker]
- * Gender: [Dropdown menu: -- None --]
- Pension number: [Text input]
- DVA card number: [Text input]
- DVA card colour: [Dropdown menu: -- None --]
- Active:
- Deceased:
- * Facility: [Text input with magnifying glass icon]
- Type of Notification: [Dropdown menu: -- None --]
- Email: [Text input]
- Last Viewed By: [Text input]
- Mobile number: [Text input]
- * Contact number: [Text input]

- 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.

Patient contact number is 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 dropdown 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

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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	<input type="text"/>	Local Government Area	Cairns
Building	<input type="text"/>	* State	QLD
Location Name	<input type="text"/>	* Post code	4870
* Street address	42 Anderson Street	* Please confirm the address fields are populated correctly	<input type="checkbox"/>
* 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 <input type="checkbox"/>	* Please confirm the address fields are populated correctly <input checked="" type="checkbox"/>
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8. Select '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 QRG08 Mark a Patient Deceased or Deactivate Patient NEPT Profile.](#)

