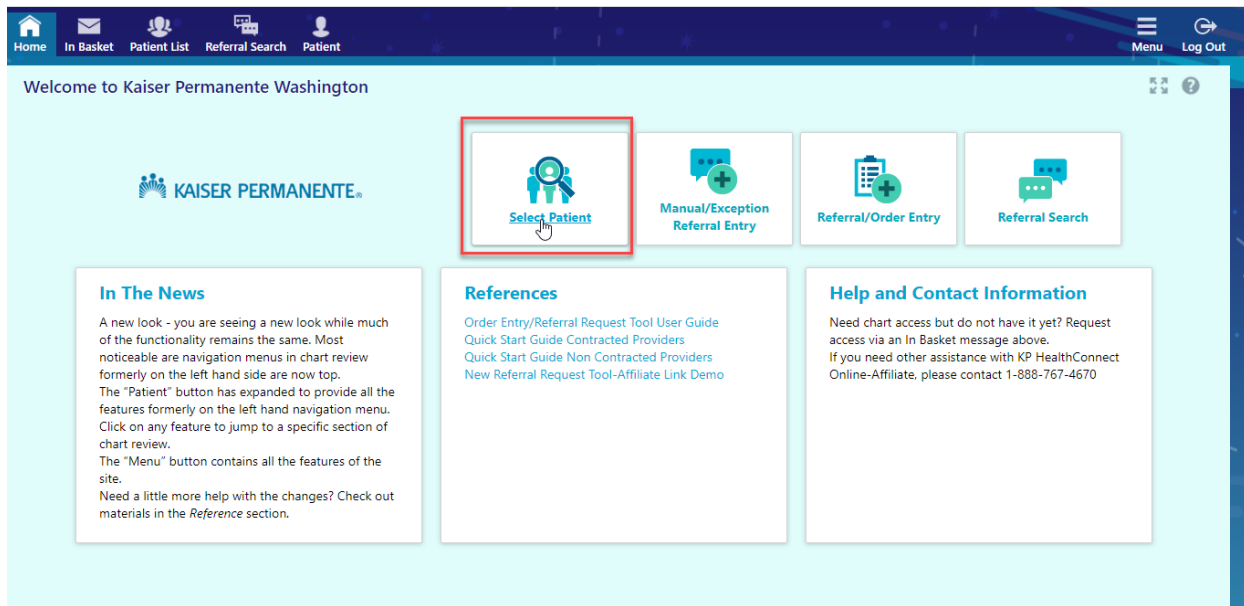
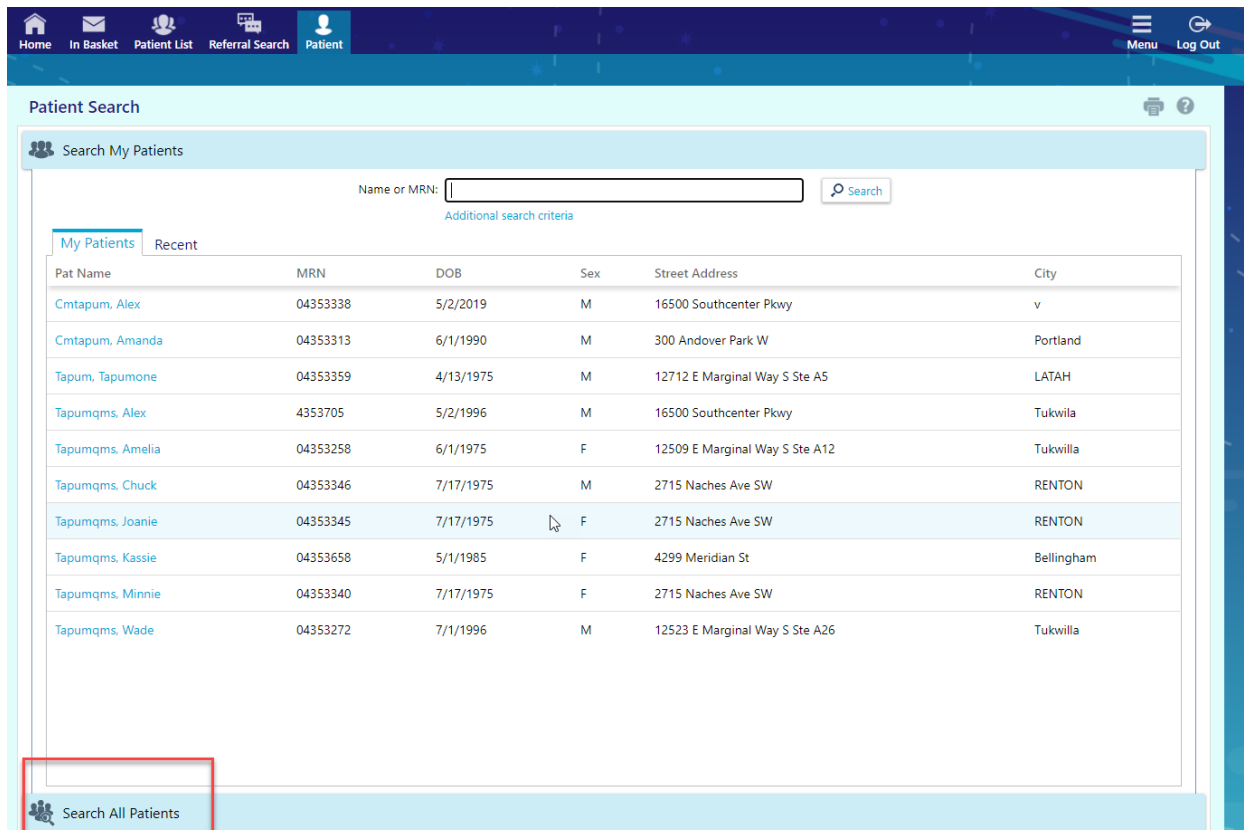


JOB AID: How to add a patient to your patient list

1. Select the “Select Patient” button on the Affiliate Link Home screen.



2. You will then be taken to your patient list. Patients that have already been added to your patient list will be shown. To add a patient not in your patient list, please select “Search All Patients” in the bottom left hand corner.



- You will then see the “Search All Patients” functionality appear. You must provide the 3 required search criteria in order to add the member to your patient list.

***Please note: The Name field requires the name to be entered as Last Name First Name**

Search All Patients
Make this my default

All fields are required. Enter the first and last name exactly as they appear on the patient's Kaiser Permanente member ID card.

Enter patient information

❗ Name:

❗ Date of birth:

❗ Member ID #:

- The patient's name will be displayed. Click on the patient's name you are given the option to “Select” or “Cancel.”

Name: Cmtapum, Bob
Member ID #: 04353301

Search Results

Name: Cmtapum, Bob
Member ID # 04353301 Date of birth 7/3/1973

1 patient matches the search criteria above.

Match ▾	Patient Name	MRN	Birth Date	Legal Sex	Street Address	SSN
<input checked="" type="radio"/>	20.00 CMTAPUM,BOB	04353301	7/3/1973	M	510 Allison Way, Bellingham WA 98225	

If you need help finding your patient, please contact your site administrator.

✔

Select

Select the patient and add to my list

✘

Cancel

Go back and modify search criteria

5. Click Select, and an Accept field will be displayed. Click Accept. If you have multiple Tax ID's, you can choose the Tax ID's you want to add the patient to for your My Patient list.

Click Accept to add this patient/member to your list

Patient Information

Patient Name	Sex	DOB	SSN
Cmtapum, Bob	Male	7/3/1973	

Patient Demographics

Address (Permanent)
510 Allison Way
Bellingham WA 98225

Please select the groups to which you want to add the patient:

- 300502262-PROVIDENCE HEALTH & SERVICES - WASH
- 330057155-APRIA HEALTHCARE
- 454357909-ENVISION COUNSELING
- 473031124-KITSAP OBGYN PLLC PATIENT GROUP
- 474563862-A BRIEF COUNSELING CENTER