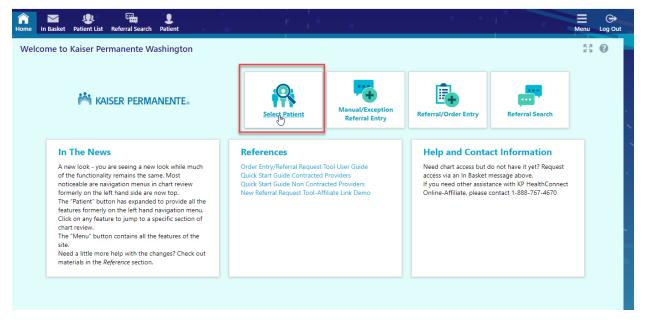
KAISER PERMANENTE

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.

tient Search						ē 0
Search My Patients						
	Name	or MRN:		Search		
My Patients Recent		Additional search	i criteria			
Pat Name	MRN	DOB	Sex	Street Address	City	
Cmtapum, Alex	04353338	5/2/2019	М	16500 Southcenter Pkwy	v	
Cmtapum, Amanda	04353313	6/1/1990	М	300 Andover Park W	Portland	
Tapum, Tapumone	04353359	4/13/1975	М	12712 E Marginal Way S Ste A5	LATAH	
Tapumqms, Alex	4353705	5/2/1996	М	16500 Southcenter Pkwy	Tukwila	
Tapumqms, Amelia	04353258	6/1/1975	F	12509 E Marginal Way S Ste A12	Tukwilla	
Tapumqms, Chuck	04353346	7/17/1975	М	2715 Naches Ave SW	RENTON	
Tapumqms, Joanie	04353345	7/17/1975	Ç∂ F	2715 Naches Ave SW	RENTON	
Tapumqms, Kassie	04353658	5/1/1985	F	4299 Meridian St	Bellingham	
Tapumqms, Minnie	04353340	7/17/1975	F	2715 Naches Ave SW	RENTON	
Tapumqms, Wade	04353272	7/1/1996	м	12523 E Marginal Way S Ste A26	Tukwilla	

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3. 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

Make this my default							
member ID card.							
Enter patient information							
D #:							
🔎 Search de Clear							

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

		Name: Cmta	num Roh		Member	ID #: 04353301		
Sea	arch Result	S						
	Name: Cmt	apum, Bob						
Me	ember ID # 04	4353301 D	ate of birth 7/3	3/1973				
1 pati	ient matches t	the search criteria abo	ve.					
	Match 🔻	Patient Name	MRN	Birth Date	Legal Sex	Street Address		SSN
۲	20.00	CMTAPUM,BOB	04353301	7/3/1973	М	510 Allison Way, Belli	ngham WA 98225	
	need help fir site administra	nding your patient, ple ator.	ase contact	✓	Select Select the patie to my list	nt and add	Cancel Go back and modify : criteria	search

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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.

Patient Information			
Patient Name	Sex	DOB	SSN
Cmtapum, Bob	Male	7/3/1973	2214
Patient Demographics –			
Address (Permanent)			
510 Allison Way			
Bellingham WA 98225			
0	Please select the groups	to which you want to add th	e patient:
•		to which you want to due to	
_	-	E HEALTH & SERVICES - WASH	
	-	E HEALTH & SERVICES - WASH	
	300502262-PROVIDENC	E HEALTH & SERVICES - WASH THCARE	
	300502262-PROVIDENCE 330057155-APRIA HEAL 454357909-ENVISION CO	E HEALTH & SERVICES - WASH THCARE DUNSELING	
	300502262-PROVIDENCI 330057155-APRIA HEALT 454357909-ENVISION CC 473031124-KITSAP OBG	E HEALTH & SERVICES - WASH THCARE DUNSELING YN PLLC PATIENT GROUP	
	300502262-PROVIDENCE 330057155-APRIA HEAL 454357909-ENVISION CO	E HEALTH & SERVICES - WASH THCARE DUNSELING YN PLLC PATIENT GROUP	
	300502262-PROVIDENCI 330057155-APRIA HEALT 454357909-ENVISION CC 473031124-KITSAP OBG	E HEALTH & SERVICES - WASH THCARE DUNSELING YN PLLC PATIENT GROUP	