USIIS User Documentation:
Demographics, Enter New Patient
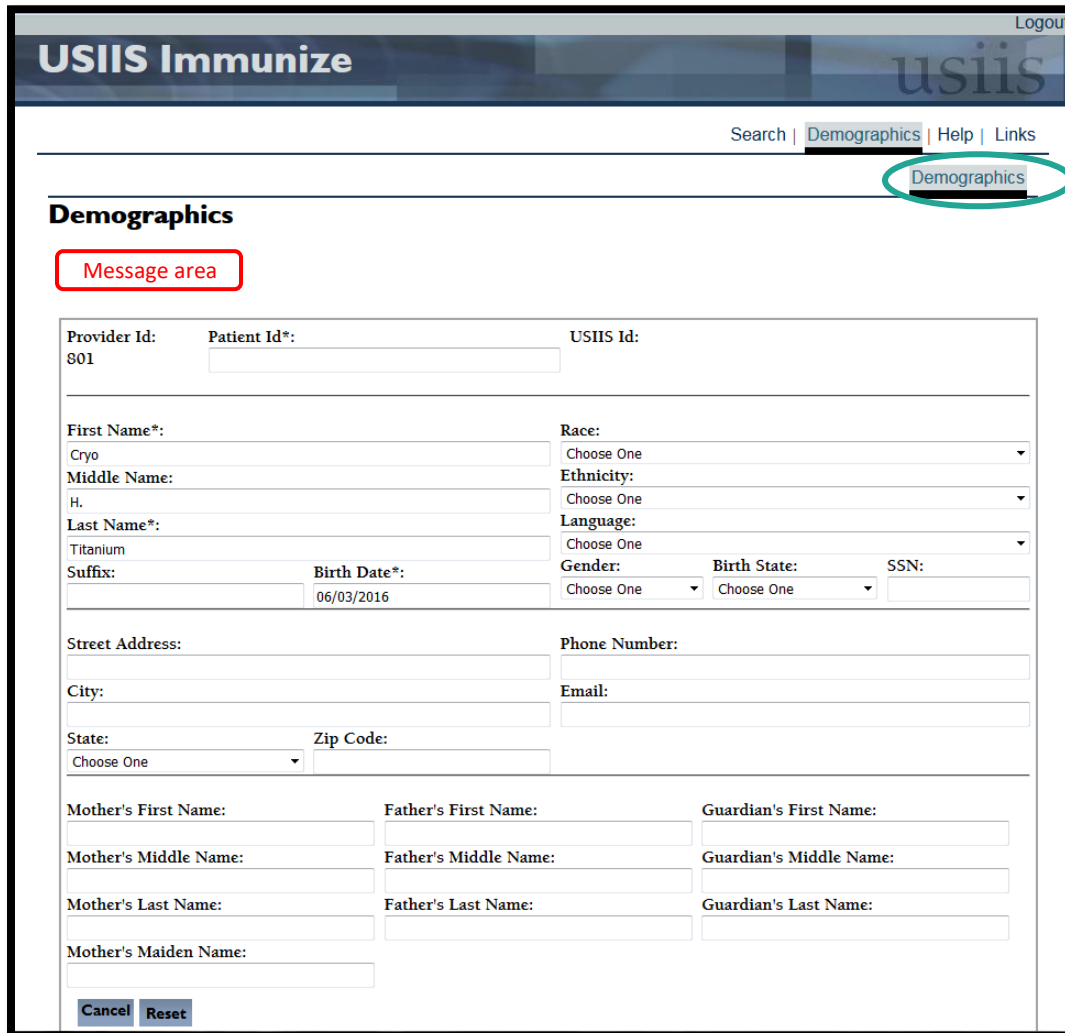

If a record is not returned with a search, you will have the option to Enter New Patient. The "Enter New Patient" button will not appear until you have conducted the initial search. * Please note it may take more than one search to find a record. Please see "Patient Search" guide for search suggestions.

When the **Enter New Patient** button was selected on the **Search** screen, the following Demographics screen displays with the information entered for the search displayed.

- Enter and Save all information available for the individual, and the facility's Patient ID for the person.

Functionality   ** *Please enter all information available for person* **

Required data	Data field label contains * (asterisk).
Message area	Displays status and data entry errors after the **Save** button is pressed.

Buttons

Cancel	Does not save information entered. The **Search** screen displays.
Reset	Clears information entered or changed. Data can continue to be entered.
Save	Displays after information is entered. Press to save demographic information.

Demographics Menus

Demographics screen sub menu	
Demographics	Displays the Demographics screen – see above.
Comments	Displays the Comments screen – see below.

USIIS Immunize menu	
Immunizations	Displays the Immunization screen.
Forecast	Displays the Forecast screen.
Contraindications	Displays the Contraindications screen.
School Exemptions	Displays the School Exemptions screen.
Reports	Displays the Reports screen – for patient-specific reports.

The **Comments** screen allows entry, viewing and deleting comments specific to the person, which can be marked as visible to all Provider facilities or only to the user's Provider facility.