ENTERING NEW PATIENT INFORMATION

You can create a new patient by pressing the **ADD PATIENT** link button on the Dashboard or in the shortcuts on the top right corner of the screen:
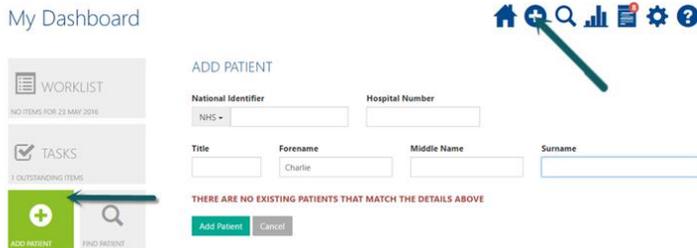
Fill in the basic relevant details and then select **Add Patient**

Add Patient to Pathway

When the patient is added, the screen will prompt you to add the patient to a pathway. Select the **BioPoly® Partial Resurfacing Pathway** and complete relevant information to add patient to the Worklist Dashboard.
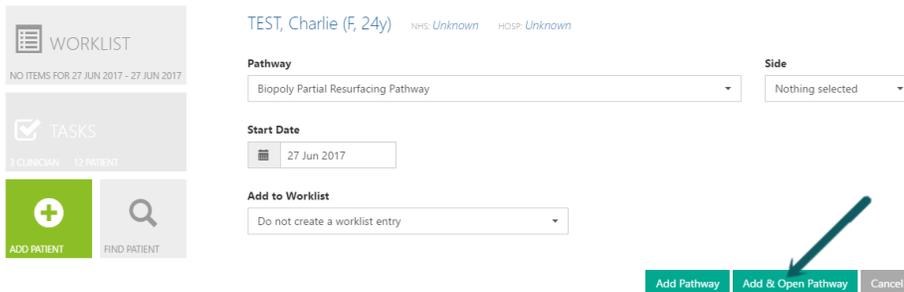
Select **Add & Open Pathway** to open the Pathway Dashboard

The **Add & Open Pathway** will allow you access to the initial tasks that must be completed before operation. Click on initial tasks to access each patient form. Tasks will be removed from list as they are completed.

To reduce potential duplicate records the system will automatically search to see if a patient with identical criteria already exists, if so you will be notified and will be able to add another pathway for this patient.

N.B. Please note we cannot automate the collection of outcome data without an email address.

ENTERING EXISTING PATIENT INFORMATION

To enter or update information from an existing patient, select the **FIND PATIENT** link button in the Dashboard or in the shortcuts on the top right corner of the screen. Enter the relevant information and select **Search**
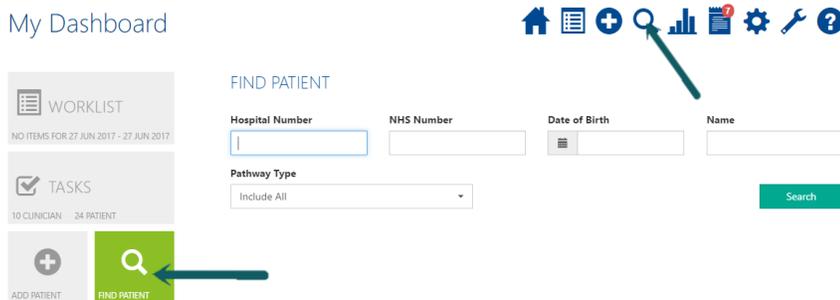
If the patient has an existing record, their name will display under the search button. Select the green **Active** button in the bottom right corner to access the specific patient's records
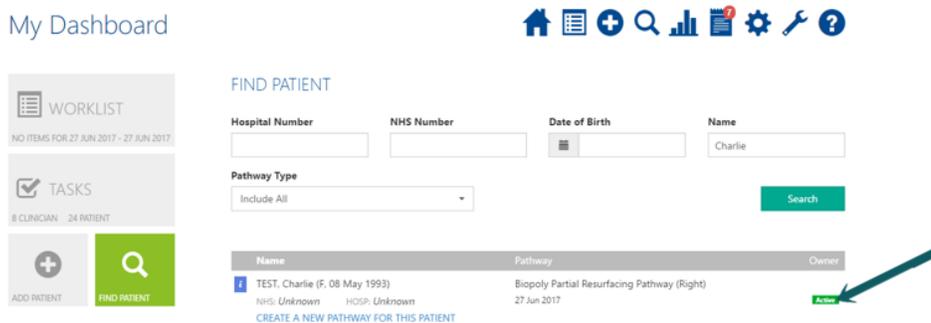
The Active button will prompt you to the patient's records with the compiled list of documents that must be completed during or after the patient's appointment as well as a list of the previously completed documents. Selecting one of the initial tasks in red font will prompt you to the electronic document

Existing patient information may also be accessed through the TASKS link button on the dashboard. The Tasks dashboard will display each task needed to be completed for or by each patient. Clicking on the patient name will access all the patient's current records.