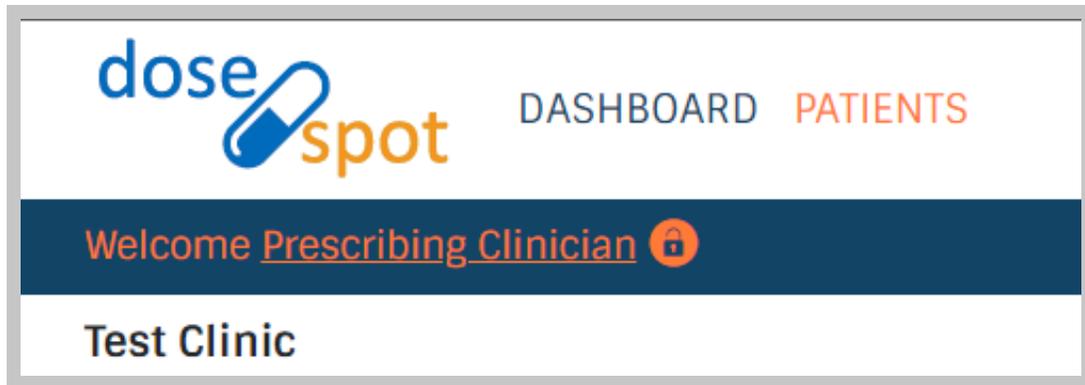


How To:

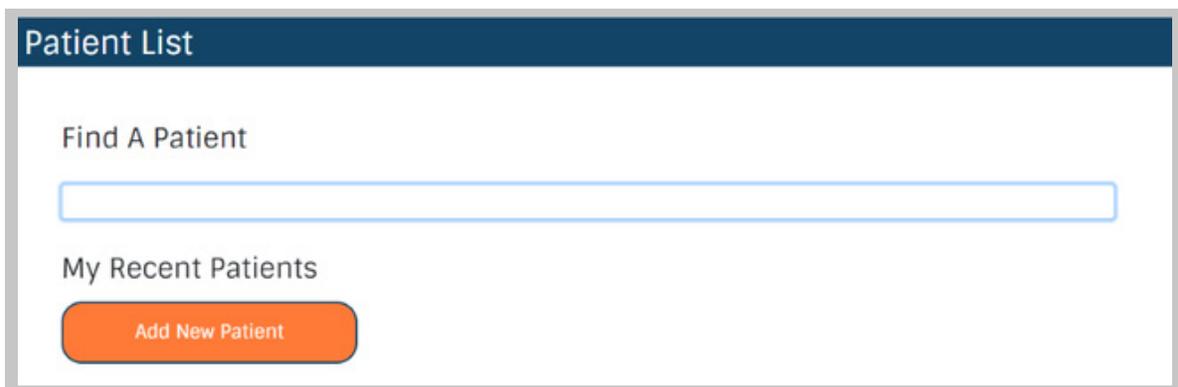
Add and Edit a Patient

How To:

Add a Patient



- Start adding a patient by hitting the “PATIENTS” button in the upper left corner inside DoseSpot.



- You will then be brought to the patient list tab where you can search or add a patient.

Add Patient

Prefix First Name*

Middle Name

Last Name* Suffix

Date of Birth* Gender*

Medical Record Number

Height Height Unit

Weight Weight Unit

Hospice / Terminally Ill

✕

Address Line 1*

Address Line 2

City* State* Zip Code*

Primary Phone Type* Primary Phone Number*

Phone Type 2 Phone Number 2

Phone Type 3 Phone Number 3

- Here you will fill in the new patient's personal info and demographic information. Once you hit save the patient will be added to your patient list.

Patient List

Find A Patient

Search

My Recent Patients

Add New Patient

Name	Age	Gender	Birth Date	
Mac Jones	23 yrs	Male	Jan 5, 2000	View
David Ortiz	21 yrs	Male	Nov 13, 1991	View

- Here you will see all of the patients you have added to this specific clinic and you will be able to select which patients you need to prescribe for.

Alternatives

- Under the original prescription you will also have a list of alternatives for the drug
- These will include the same information as the original med

**ALL ALTERNATIVES MUST BE APPROVED BY A PHARMACEUTICAL PROFESSIONAL
THE ALTERNATIVES LISTED ARE TO BE TAKEN AS SUGGESTIONS ONLY**

How To:

Edit a Patient

The screenshot shows the DoseSpot dashboard. At the top left is the logo "dose spot" with "DASHBOARD PATIENTS" to its right. Below the logo is a dark blue bar with the text "Welcome Prescribing Clinician" and a user icon. Underneath is a white bar with "Test Clinic". The main content area shows a patient profile for "Mac Jones, Male, 23 yrs" with a red plus icon in the top right corner. Below the profile name are three buttons: "Edit Patient Info", "Add/Edit Drug Allergies", and "Add/Edit Pharmacies".

- After a patient is created you may edit their info on their patient profile.
- Select the “Edit Patient Info” button.

The screenshot shows the "Edit Patient Information" form. The form has a dark blue header with the title "Edit Patient Information". The fields are as follows:

- Prefix:
- First Name*:
- Middle Name:
- Last Name*:
- Suffix:
- Date of Birth*:
- Gender*:
- Medical Record Number:
- Height:
- Height Unit:
- Weight:
- Weight Unit:
- Hospice / Terminally Ill

The screenshot shows a web form for editing patient information. At the top right, there is a close button (X) and a 'Reset Fields' button. The form contains the following fields:

- Address Line 1***: Text input containing '455 N. Main St.'
- Address Line 2**: Text input containing 'Address Line 2'
- City***: Text input containing 'Raynham'
- State***: Dropdown menu showing 'Massachusetts'
- Zip Code***: Text input containing '02767'
- Primary Phone Type***: Dropdown menu showing 'Work'
- Primary Phone Number***: Text input containing '(508) 550-5555'
- Phone Type 2**: Dropdown menu (empty)
- Phone Number 2**: Text input containing 'XXX-XXX-XXXX'
- Phone Type 3**: Dropdown menu (empty)
- Phone Number 3**: Text input containing 'XXX-XXX-XXXX'

At the bottom, there are two buttons: a solid orange 'Save' button on the left and an outlined orange 'Close' button on the right.

- This is where you will edit any information that needs to be changed for the patient.
- Once changes are made, press save to complete the editing process.