How to add a new patient in enhanced OSIIS

1. Login into system
   a. Make sure you are logged into the correct provider/clinic
2. Search for patient
   a. You can click on “Patient Search” at the top of the screen or
   b. You can click on “Patients” and then “Search” on the left side of the screen
3. Enter at the least the first 3 letters of the last and first name and DOB
   a. Click Search
4. If the patient is not found click on “New Patient” under Search Results
5. Enter information in the fields under Add (* indicates a required field)
6. Click Create
7. Enter patient demographic information
8. Click Update