

To: System Users

From: WRS Development Team

**Date:** 04/14/2021

Re: New Patient Registration

### **ITEMS IN THIS RELEASE**



# **New Patient Registration**

WRS has created a new, streamlined process for registering a new patient. This new registration page can be found under the "Patients" tab and by selecting "Patient Registration." The former patient registration layout is listed in the "Patients" tab under "Legacy Patient Registration."



Figure 1: Menu

### **How It Works**

When registering a new patient, your front desk staff's workflow remains the same. The required information is identified by red asterisks next to it, similar to the old registration. However, all of the "additional" and "optional" fields are listed in dropdown menus.

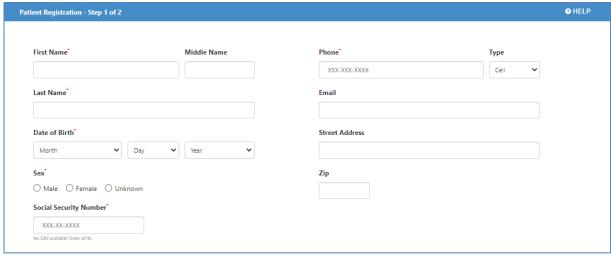


Figure 2: Patient Registration

The "additional demographics" section includes areas to:

- Upload a patient's photo.
- Scan and upload a copy of their driver's license / other ID card.
- Select marital and employment status.
- Acknowledge patient policies.

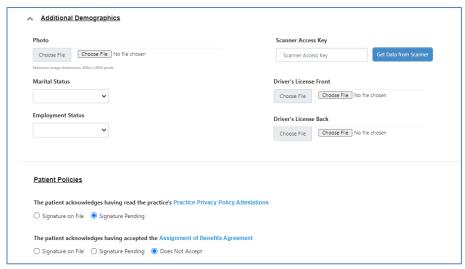


Figure 3: Additional Demographics

The "optional demographics" section includes race & ethnicity, language preference, gender identification, and sexual orientation.

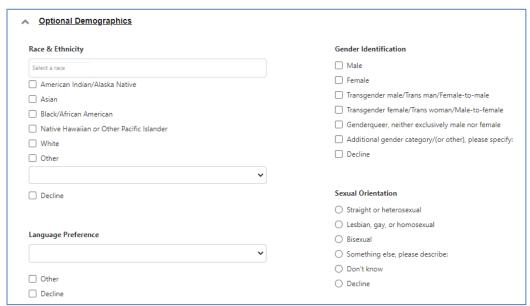


Figure 4: Optional Demographics

If the personnel registering the patient does not want to enter in the additional or optional demographic information upon registration, they can leave it blank. Patients can enter this information in the patient portal, in the check in module, and on their new patient paperwork.

# Required Fields for Preferred Options

Complete Patient Registration requires that the staff collect, at a minimum, the following items:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9's)
- Phone Number
- Street Address
- Zip Code

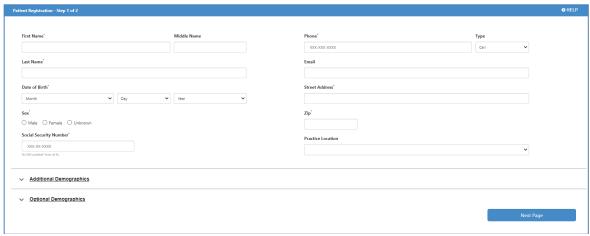


Figure 5: Complete Registration

#### Portal-Compliant Patient Registration Requires:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9's)
- Phone Number

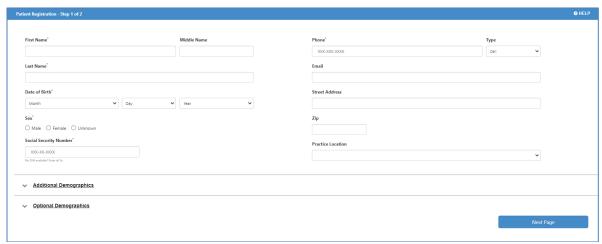


Figure 6: Portal Compliant

## Quick Patient Registration Requires:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9's)

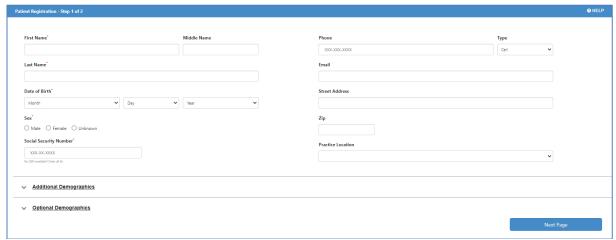


Figure 7: Quick Registration