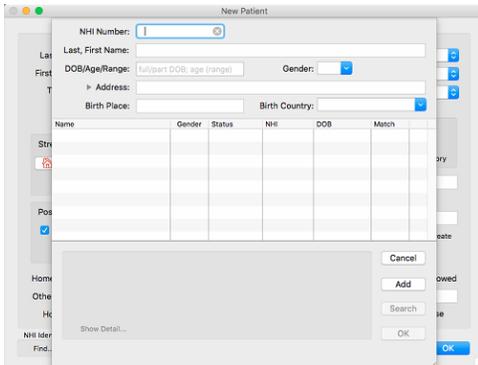


## Profile for Mac - Create a New Patient Without an Existing NHI

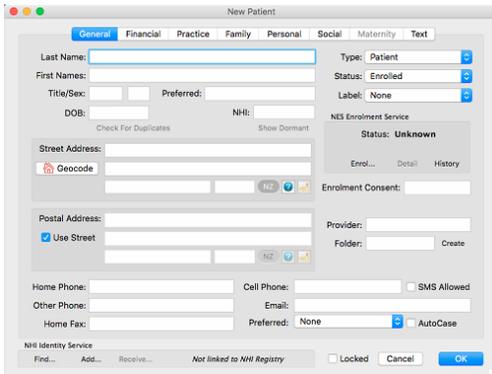
Before creating a new patient locally in Profile, it is important to search Profile to make sure the patient does not already have an existing local record and to search the NHI database to make sure the patient does not already have an NHI record.

If the patient does not have a record in Profile or in the NHI database, complete the following steps to create new patient.

1. In the **New Patient** dropdown window, press **Add**



2. Enter the new patient demographic details in the **New Patient** window including: Last name and First name, Gender, DOB, Street Address



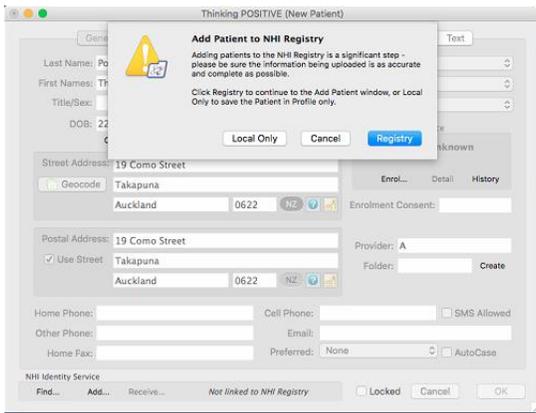
3. Click **Add...** from the **NHI Identity Service** row.



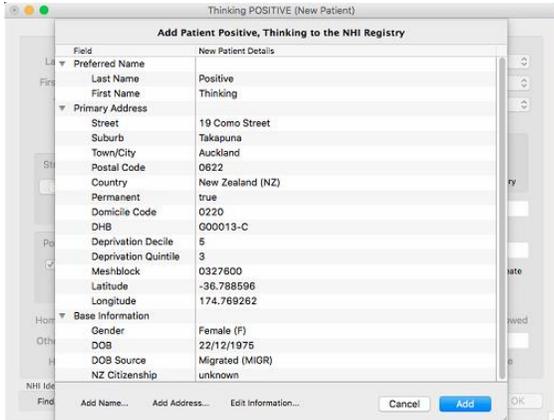
Another window will come up for additional data required.



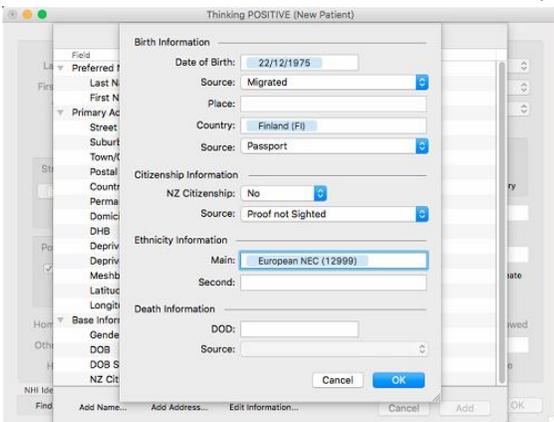
Click **Continue** **Add Patient to NHI Registry** dropdown window will come up



Click **Registry** Add Patient to the NHI Registry dropdown window comes up

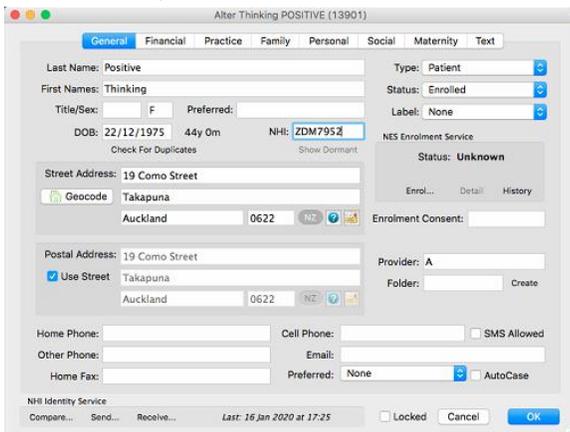


Click **Edit Information...** Enter additional data required: Ethnicity, NZ Citizenship



**NOTE:** It is important to enter mandatory fields such as Source of information

Click **OK**, then **Add**



Patient will now have an NHI number.

4. Click **OK**