## 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.

NHI Identity	Service						
Find	Add	Receive	Not linked to NHI Registry	Locked	Cancel	ОК	

Another window will come up for additional data required.

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Home Phone: Other Phone: Home Fax:		Cell Phone: Email: Preferred:	None	SMS Allowed
II Identity Service Find Add	Receive	Not linked to NHI Registry	C Locked	Cancel ) (OK

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



Patient will now have an NHI number.

4. Click

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