

Workflow for:

Internal Medicine Pediatrics Family Medicine Specialty

Clerical

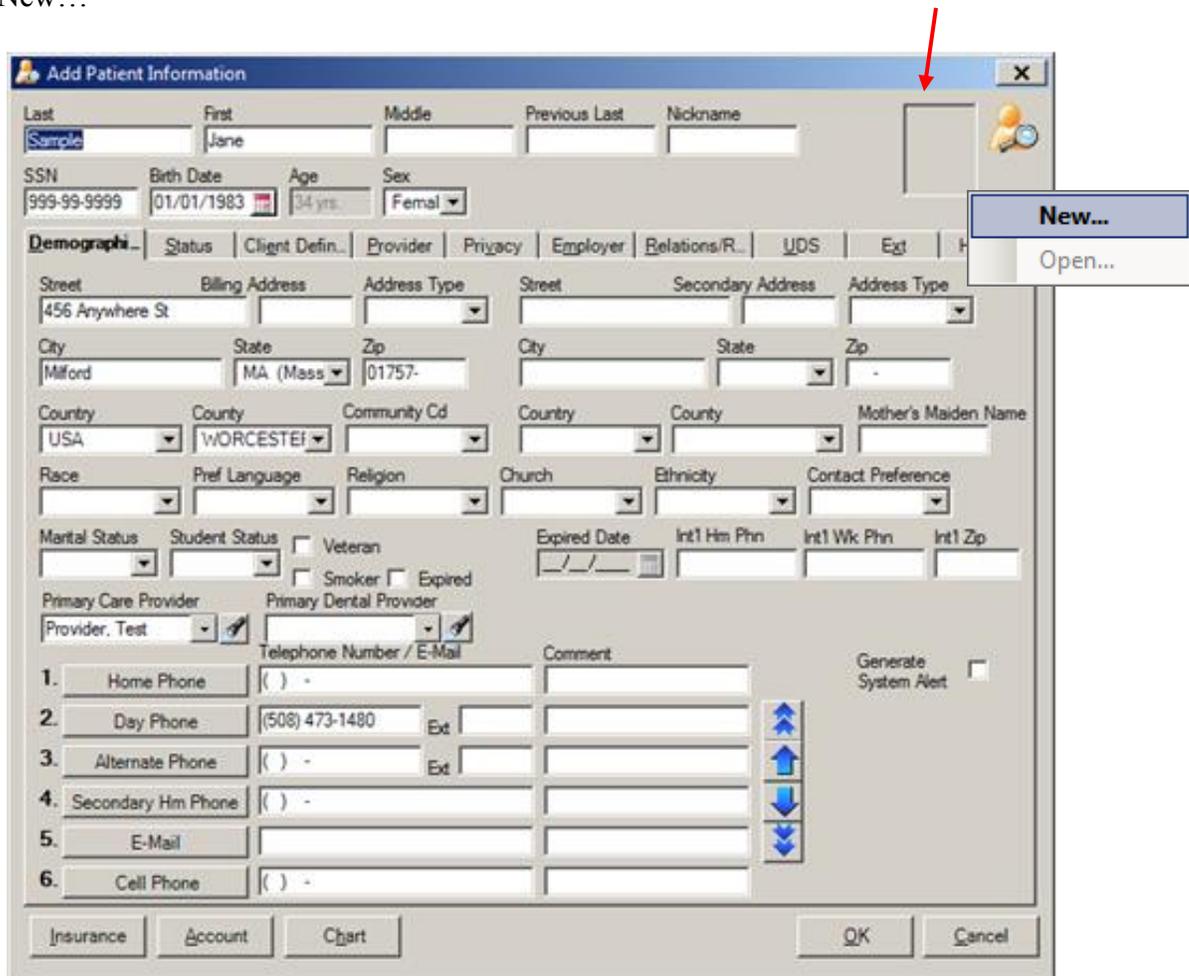
Updated: 6/9/17

Pages: 3

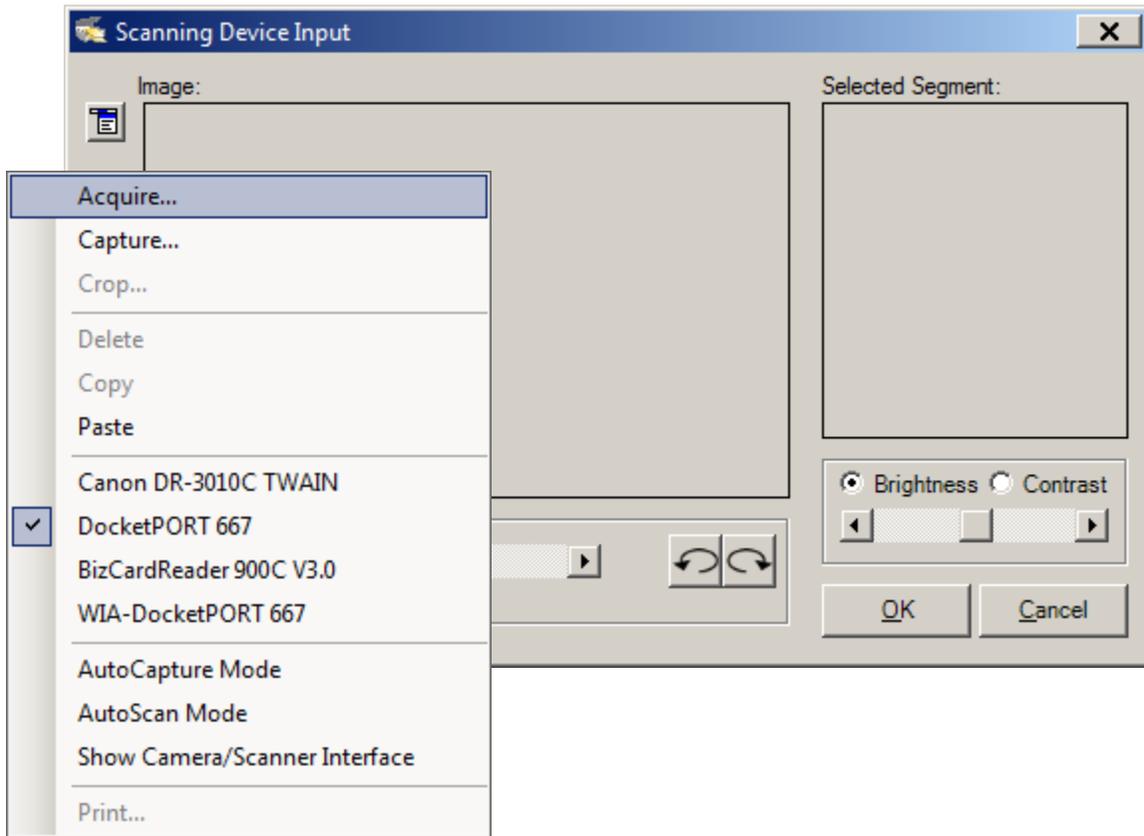
NextGen: Identity Verification for New Patients

Prior to creating a patient chart in NextGen, verify the patient's identity with a picture ID and then scan the ID into NextGen by completing the following steps:

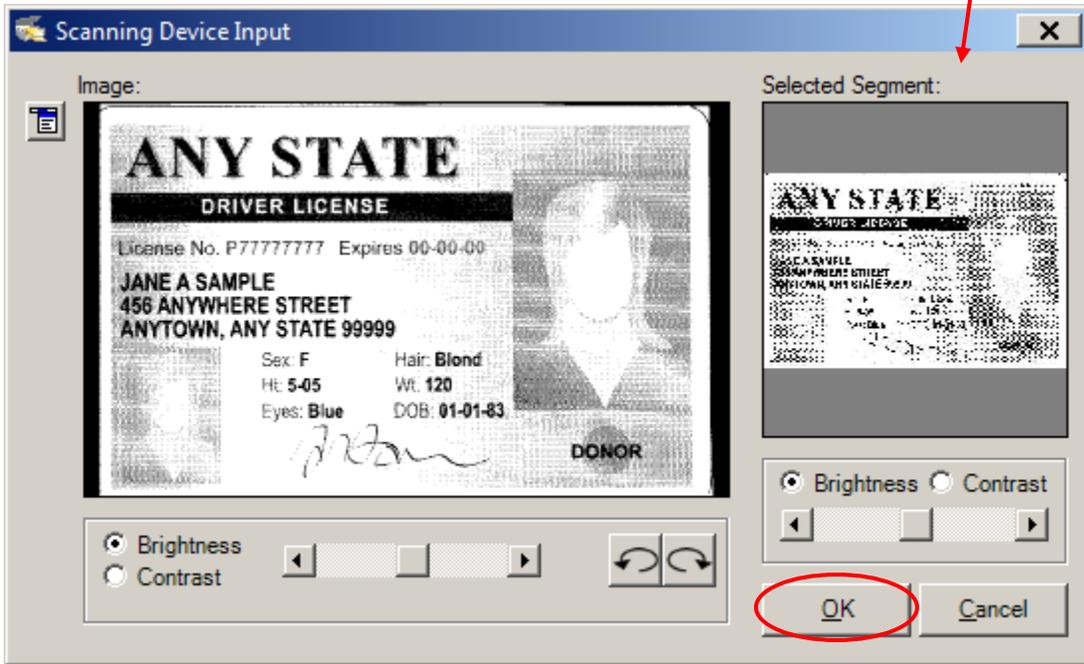
1. Right click in the box on the upper right corner of the Patient Information screen.
2. Select New...



3. Click the Norton button and select Acquire to scan the ID as you would an insurance card.



4. Left click and drag your mouse over the entire ID. The area selected will display in the selected segment section. If necessary this step can be repeated.



5. Click Ok to save the image.

The image will display on the Patient Information screen, indicating this patient's identity has been verified.

