

Workflow for:

- ☒ Internal Medicine ☒ Pediatrics ☒ Family Medicine ☒ Specialty
☒ Clerical

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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...

The screenshot shows the 'Add Patient Information' window. A red arrow points to a small box in the top right corner of the window. A context menu is open, showing 'New...' and 'Open...' options. The form contains various fields for patient information, including demographics, contact information, and insurance.

Add Patient Information

Last: Sample First: Jane Middle: Previous Last: Nickname:

SSN: 999-99-9999 Birth Date: 01/01/1983 Age: 34 yrs Sex: Femal

Demographi... Status Client Defin... Provider Privacy Employer Relations/R... UDS Ext

Street: 456 Anywhere St Billing Address: Address Type: Street: Secondary Address: Address Type:

City: Milford State: MA (Mass) Zip: 01757- City: State: Zip:

Country: USA County: WORCESTER Community Cd: Country: County: Mother's Maiden Name:

Race: Pref Language: Religion: Church: Ethnicity: Contact Preference:

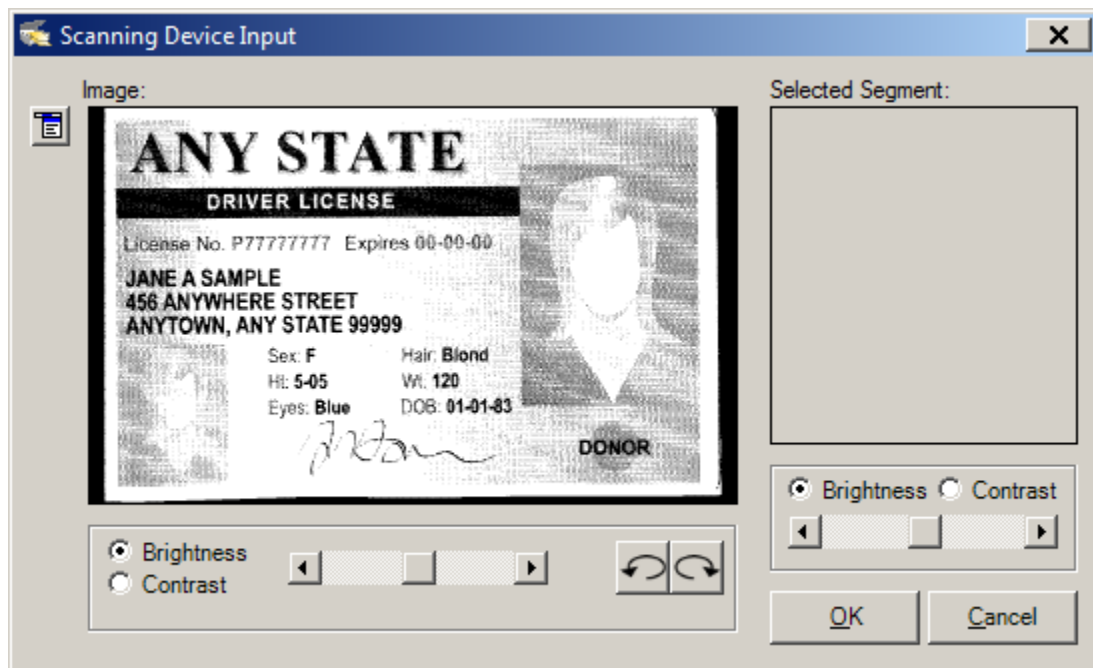
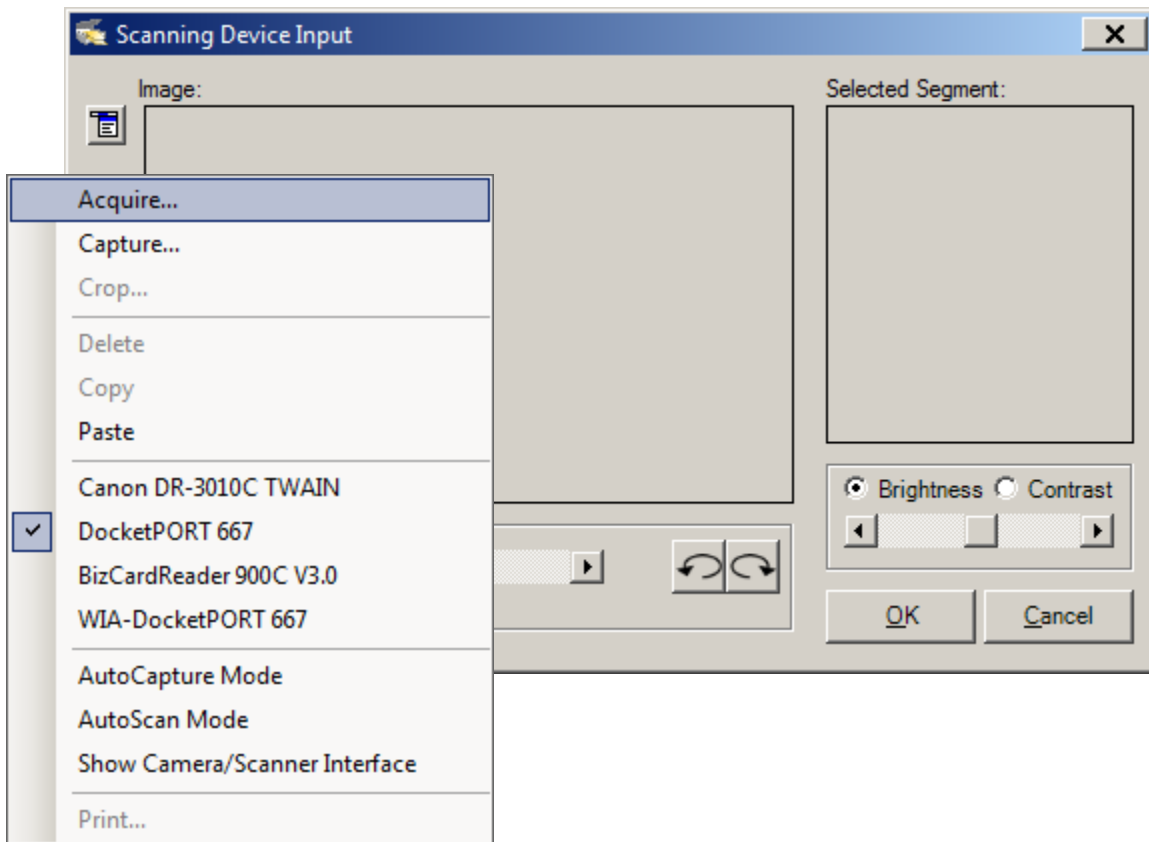
Marital Status: Student Status: Veteran: Expired Date: Int1 Hm Phn: Int1 Wk Phn: Int1 Zip:

Primary Care Provider: Primary Dental Provider: Provider, Test: Telephone Number / E-Mail: Comment: Generate System Alert:

1. Home Phone: () - Ext: 2. Day Phone: (508) 473-1480 Ext: 3. Alternate Phone: () - Ext: 4. Secondary Hm Phone: () - 5. E-Mail: 6. Cell Phone: () -

Insurance Account Chart OK Cancel

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 picture on the 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.

The image shows an 'Add Patient Information' form. It has fields for 'Last' (Sample), 'First' (Jane), 'Middle', 'Previous Last', and 'Nickname'. Below these are fields for 'SSN' (999-99-9999), 'Birth Date' (01/01/1983), 'Age' (34 yrs.), and 'Sex' (Femal). To the right of the form is a small, pixelated version of the patient's photo, which is highlighted by a red arrow. Next to the photo is a magnifying glass icon.