

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...

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.

Demographics: Last (Sample), First (Jane), Middle, Previous Last, Nickname, SSN (999-99-9999), Birth Date (01/01/1983), Age (34 yrs), Sex (Femal).

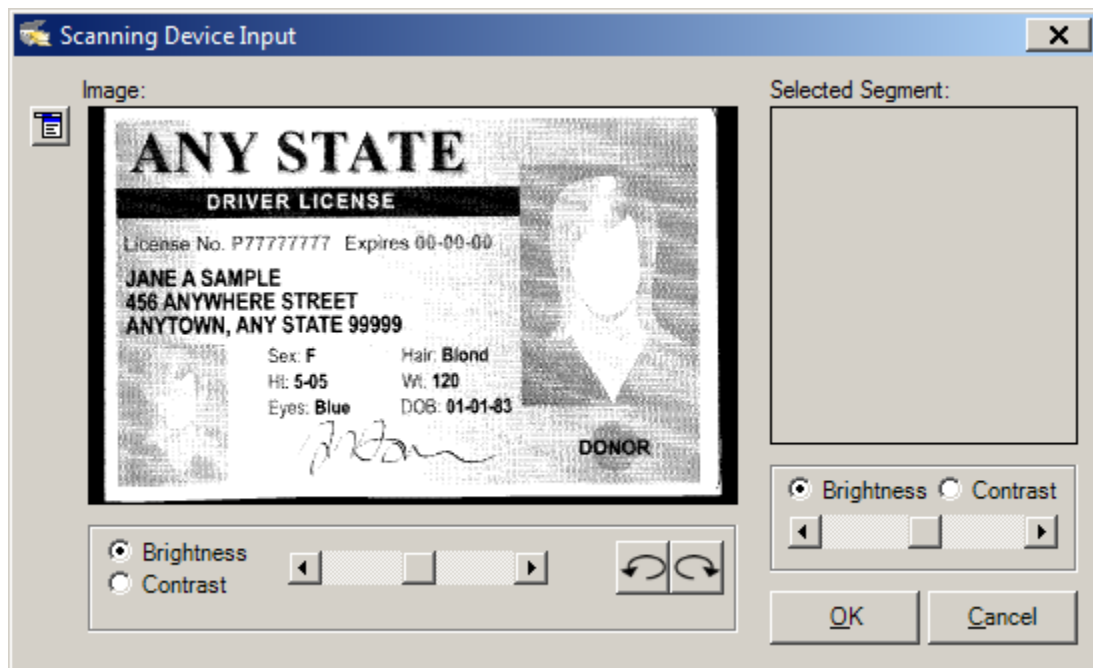
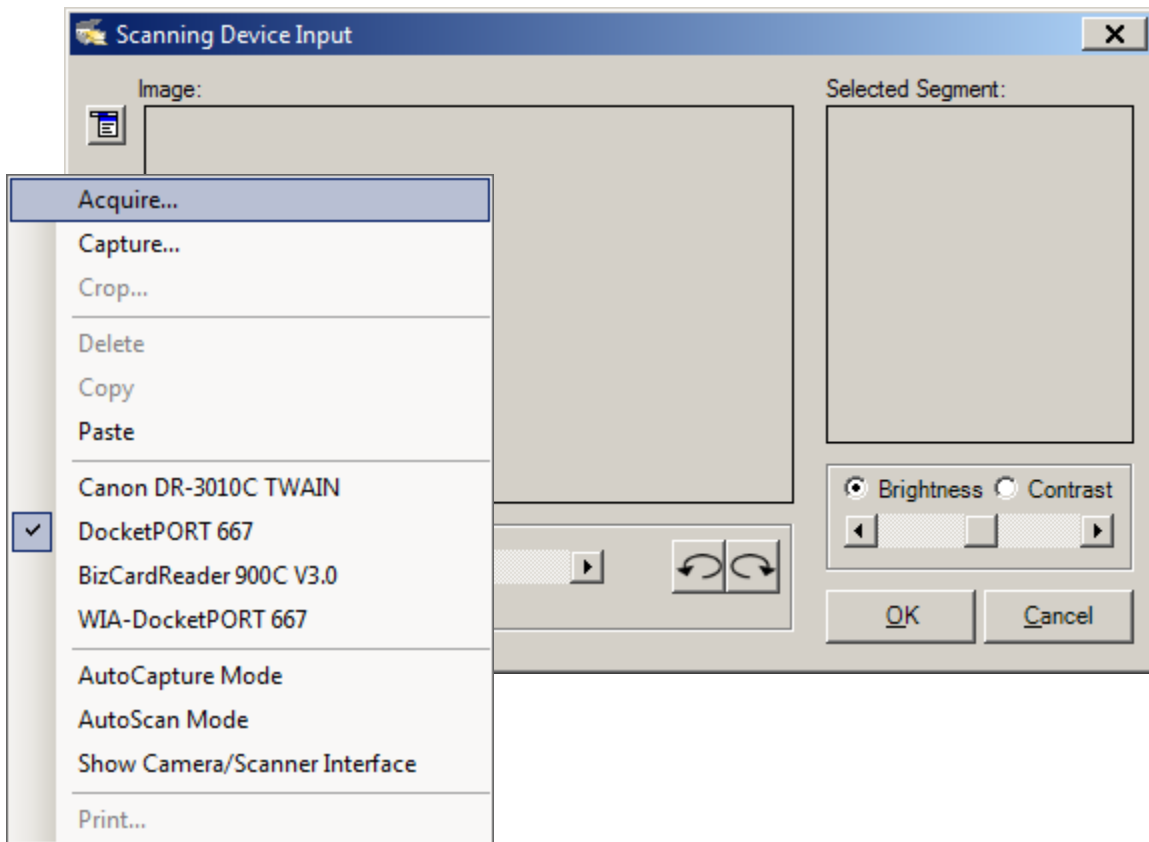
Addresses: Street (456 Anywhere St), Billing Address, Address Type, City (Milford), State (MA (Mass)), Zip (01757-), Secondary Address, Address Type.

Other Information: Country (USA), County (WORCESTER), Community Cd, Race, Pref Language, Religion, Church, Ethnicity, Contact Preference, Marital Status, Student Status, Veteran, Smoker, Expired, Primary Care Provider, Primary Dental Provider, Telephone Number / E-Mail, Comment, Generate System Alert.

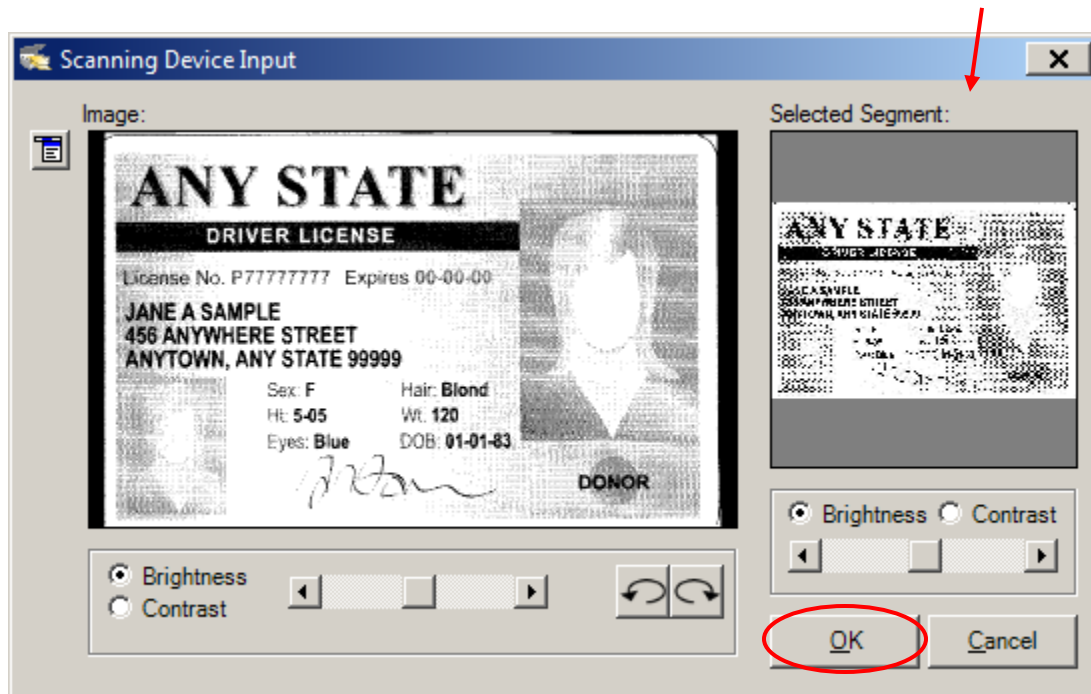
Phone Numbers: 1. Home Phone, 2. Day Phone ((508) 473-1480), 3. Alternate Phone, 4. Secondary Hm Phone, 5. E-Mail, 6. Cell Phone.

Buttons: 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 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.

The image shows a software window titled "Modify Person Information". It has a blue title bar with a close button (X) on the right. A red arrow points to a small thumbnail image of the driver's license in the top right corner of the window. The form contains several input fields: "Last" (Sample), "First" (Jane), "Middle" (empty), "Previous Last" (empty), "Nickname" (empty), "Social Security" (999-99-9999), "Birth Date" (01/01/1983 with a calendar icon), "Age" (34 yrs.), and "Sex" (Femal with a dropdown arrow).