Patients page instructions.

Open the Patients page. Click here to find out how to open this page.

Find and select a patient. Click here to find out how to do this.

Once focused on a particular patient,

Locate a patient in the table section by entering a search term into the search field, which is located in the Blue ribbon. You can use any of the following information as your search term :

- Patient full name
- Previous names
- Patient number
- National ID
- Medical aid number

As you type any of the above listed search fields, the table section is updated by filtering out any patients that do not meet the search parameter.

Once focused on a particular patient, click the More toolbar button. This moves the toolbar to expose a different set of toolbar buttons.

Select the appropriate option button, which has been pre-set the technical support team. Each button is configured with specific data, such as:

- The cash portion of the transaction (applicable for both cash and medical aid patients)
- The claimable portion of the transaction (only for medical aid patients)

If you cannot find a button that corresponds to the type of consultation or admission you wish to create, please reach out the technical support team for assistance.

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