

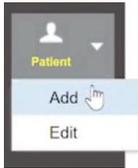


TO: OUR VALUED CLIENTS
FROM: ACULABS, INC.
RE: ADDING PATIENT BASICS

While we ask that facilities make us aware of new admissions and help us to ensure the accuracy of any insurance information provided by sending in all facesheets to us at facesheets@aculabs.com, your nursing staff might find that they need a patient added at hours outside of when Aculabs staff is accessible.

These incidents are when nursing staff might find it easier to add the patient themselves to allow for orders to be placed, while any necessary corrections will be made later on by Aculabs with the new admission's facesheet.

To begin, go to the left-hand sidebar and select "Patient".
From there, click "Add" from the drop-down menu.
This will open up the Patient menu window.



You must then add the following demographic information for the patient:

- **Social Security Number* or Medicare ID***
- First Name, Last Name, and Middle Initial
- Address of Facility (Street, City, State, Zip)
- Facility's Phone Number
- Date of Birth
- Gender
- Room Number
- Name of Unit

*- You must include at least one of either the patient's social security number or Medicare ID number.

Once all demographics are filled, you may click the **Save** button to take you to the Insurance menu.

Clicking "Same as Patient" will expedite the Insurance information process. **Same as Patient:**

Selecting this option will pull the information you already entered in the previous menu over into the current menu.

In the "Selected Insurance" drop-down menu, selecting "Bill Client" will scrub away any other information within our system and tell our system to pull the insurance information from your EMR or the facesheet provided to us.

Once finished, you may select the **Save** button to finalize the information and exit the Patient menu.

You will see a confirmation that the patient information was saved.

