

Adding a Patient to the StudyManager Database

Before adding a patient to a study and tracking their study visits, you must first add them to the database from the *Patients* screen. If the patient has already been added, you can skip to “Enrolling a Patient in StudyManager.”

1. Click **New Patient**. The following displays in the right hand side of the screen:

The screenshot shows a web form for adding a patient. At the top, it displays 'Date Updated: 12/27/2006 Updated By: RC201'. Below this is a legend: '* = Required'. The form fields are as follows:

- * First Name: MI: * Last Name: * Site:
- Patient ID: Additional ID:
- Street:
- Apt/ Suite:
- City: State: Zip:
- Phone 1: Phone 2:
- Email: Availability:
- Gender: Birth Date: / / Age:

2. Fill in the General/Demographic information. Fields marked as required, or that contain important information are described below.

Field Name	Field Description
First Name	Enter patient's first name.
MI	Enter patient's middle initial.
Last Name	Enter patient's last name.
Site	Select “Children’s Hospital” from the drop down menu. The specific division/clinic where the patient is a study participant will be selected later when enrolling the patient to the study.
Patient ID	Enter patient's medical record number at Children's Hospital.
Additional ID	Leave blank.
Street, Apt/Suite, City, State, Zip, Phone, Email	Entering the address is not required. Leave blank.
Availability	Leave this set at the default, “Available for Studies.”
Gender	Select the gender.
Birth Date	Enter the birth date in MM/DD/YYYY format.
Age	Age will automatically calculate.

3. **Additional Info:** Click to enter Race, Guardian, Salutation, and general patient notes.
4. Click **Submit** to save the patient to the database. Click **Cancel** to exit without saving.