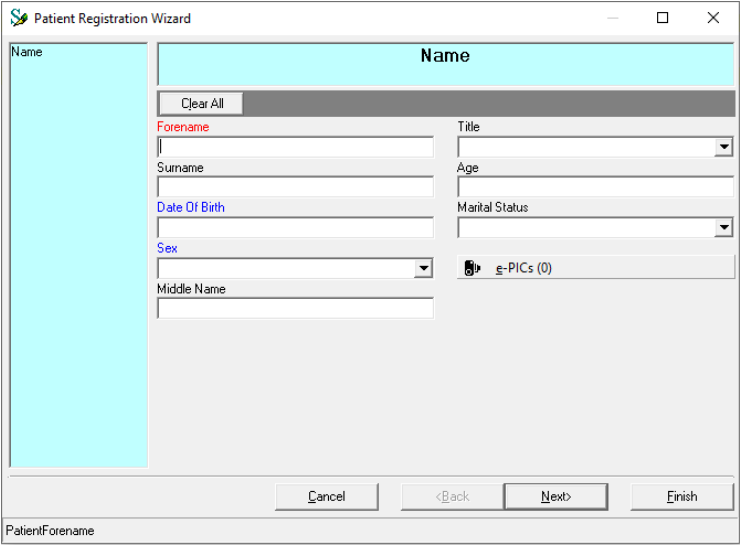| SYMPHONY – REGISTER A NEW PATIENT |
|---|

Only register a new patient record if you have exhausted all available search options and you are sure that the patient does not exist on the system.

See the **Search for a Patient** guide for details on how to search for a patient. Only follow the instructions below if the patient cannot be found.

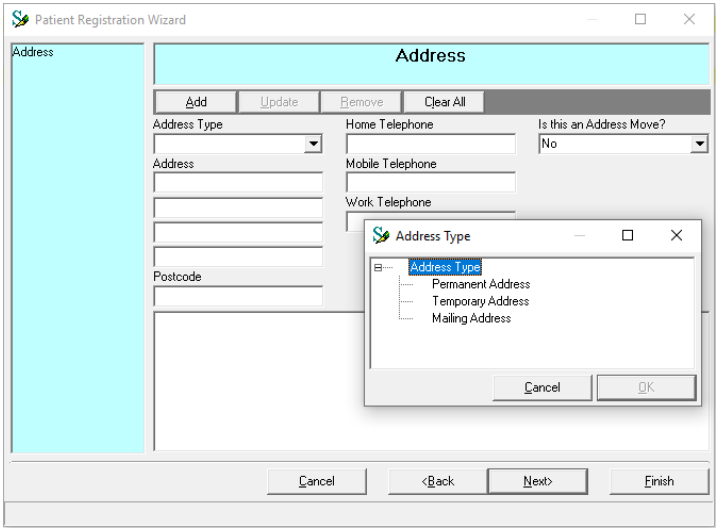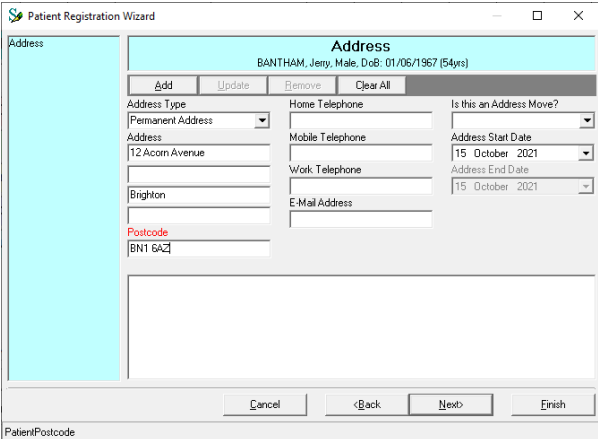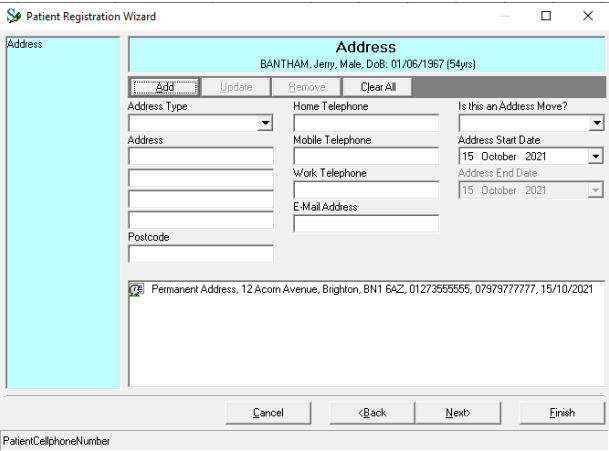|	
Clear all search criteria and click on the **Register New Patient** button on the Search screen	The **Patient Registration Wizard** window opens
Complete all fields	For fields with an arrow , click on the arrow then select the correct option from the list *You do not need to enter the **Age** as this will be calculated automatically based on the date of birth*
Click the **Next** button	The **Address** screen displays

SYMPHONY – REGISTER A NEW PATIENT	
Select the **Address Type** then click **OK** **Note:** If you are entering an overseas address, click the **Cancel** button and enter the address manually *Remember to use capital letters appropriately*	The **Search for Address** screen displays **If the patient has no permanent address** (homeless, travellers) enter **No Fixed Abode** into the first line of the address and enter **ZZ99 3WZ** as the postcode
Type the postcode in the **Search for address containing....** field then click the **Find** button	A list of addresses matching the postcode displays If the postcode is unknown, type in a partial address e.g. **27 Stanford Avenue, Brighton** or **Heath Road, RH** *but not the street alone – e.g. not* **London Road**
Highlight the correct address from the list then click the **Select** button	The correct postal address appear in the address fields
Type in the telephone numbers then click the **Add** button **PHONE NUMBER FORMAT** Please ensure the numbers: do *not* have spaces in and contain **no** text as this causes issues when this data enters other Trust IT systems, leading to delays and clinical risk	The address will show in the white box at the bottom of the screen *If you want to enter another address, select another address type and repeat the steps directly above*

SYMPHONY – REGISTER A NEW PATIENT	
Click the **Next** button	The **Details** screen displays
Complete the fields then click on the **Next** button	The **GP** screen displays
Click the **Find GP** button	The **GP Search** screen displays

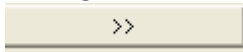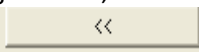| SYMPHONY – REGISTER A NEW PATIENT	
Enter the GP name and/or part of the address in the relevant fields then click **Find** **Note:** you can only put one part of the address – e.g. **High Street** *or* **Battle** *but not* **High Street, Battle** so if you get too many results one way, try another and if you can add the surname of the GP as well, this will help	A list of matching GPs displays *Click on the column header to sort a column in alphabetical order* **Also note**: If the GP is not known, type **Unknown** in the **GP Surname** field
Highlight the correct GP and click on **Select GP & Practice**	The GP Details are recorded
Click the **Next** button	The **Relationships** window displays
Complete the relevant fields then click the **Add** button	If the NoK's address is the same as the patient's, click the **Copy from Patient** button. If the NoK's surname is the same as the patient's, click the **Copy Name from Patient** button. ***Do not*** add more than one NoK as Careflow's Master Patient Index (MPI) can only store one.

SYMPHONY – REGISTER A NEW PATIENT	
Click the **Next** button	The **Indicators** window displays Patient Registration Wizard Clear all fields in this screen **Indicators** Clear All Allergies Special Case Comments Other Allergies Special Needs Permanent Special Case Indicators Cancel Back Next> Finish
Click into the **Allergies** field then select an option from the list of allergies in the left-hand column, clicking on the [>>] button to move the selected option to the right-hand column.	The **Allergies** window displays Allergies Allergies — None Known Adhesives Anaesthetics Antibiotics Aspirin Cephalosporins Codeine Elastoplast EMF Hypersensitivity Foodstuffs Insect Bites Iodine Latex Lignocaine >> << Cancel OK If you have selected something in error, click on the item in the right-hand pane then click the [<<] button to move the item out of the selected list
Repeat until all allergies are recorded then click **OK**	The **Special Case Indicators** window displays Special Case Indicators Special Case — Fits Abusive Advance Directive Asthma Bjork Shiley Valve cdif Child Protection Plan Diabetic Domestic Violence victim Falls Risk Haemophiliac Hereditary Angioedema Hospital Hopper Lasting Power of Attorney >> << Cancel OK

Record the Special Case Indicators like the Allergies and type in any appropriate Special Case comments.	
Click into the Special Needs Permanent field, if required, to record values then click **Next**	The **Numbers** window displays
You **must not** allocate any numbers. Symphony will pass the new record to Careflow, the Trust's Patient Administration System (PAS), which will allocate a Trust ID number.	
Click the **Finish** button to skip the Numbers window	The **Patient Details** window displays
Click **Close**	The Close button *selects* the patients and puts them in the Patient Banner. If you ever want to close the Patient Details window, *without putting the patient into the banner*, click on the **X** close Patient Details window icon, top-right.