

Why Would I Need to Add Patients to the IIS?

You should only need to add patients to the IIS if they were born outside of Washington because all birth records are uploaded into the IIS regularly. Try the search tips below before adding a patient.



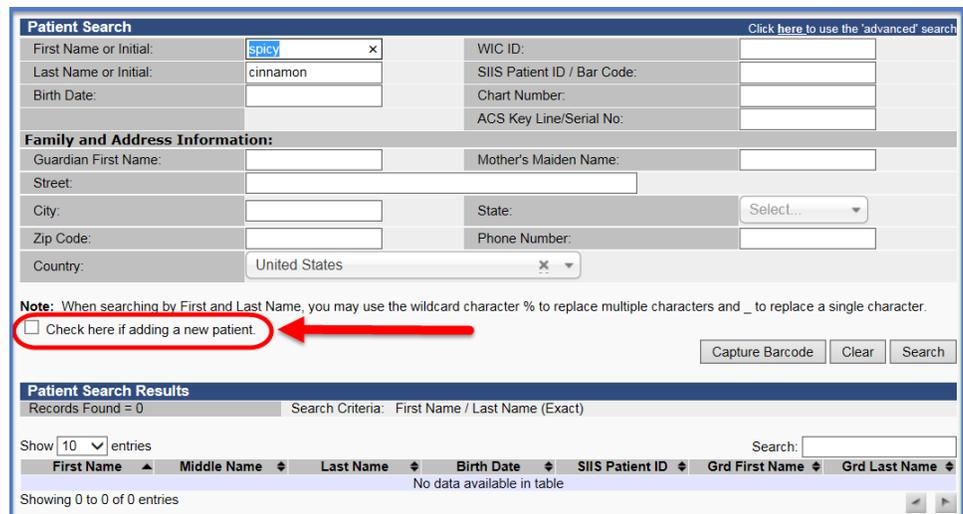
Search Tips:

- ◆ Patient’s first name, last name, and birth date
- ◆ First initial of the patient’s first name and birth date
- ◆ First initial of the patient’s last name and birth date
- ◆ Patient’s first and last names without the birth date
- ◆ Chart number – if the patient’s chart number has been entered on the Patient’s Demographic screen, it is possible to search for the patient by entering the chart number in to the Chart Number field
- ◆ Try using a “wild card” if unsure of patient name spelling (ie: use the first few letters of the first and last name and then the % symbol as the wild card to return all records with a similar spelling).

How Can I Add a New Patient to the IIS?

1. After searching for a patient and no matching records are returned, check the box that says “Check here if adding a new patient.”

2. Enter all of the **REQUIRED** information (highlighted in red): *First Name, Last Name, Birth Date, Guardian’s first name, Mother’s Maiden Name and complete Address and Phone Number.*



Patient Search Click here to use the 'advanced' search

First Name or Initial: x WIC ID:

Last Name or Initial: SIIS Patient ID / Bar Code:

Birth Date: Chart Number:

ACS Key Line/Serial No:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:

Street:

City: State:

Zip Code: Phone Number:

Country: x

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient

Capture Barcode Clear Search

Patient Search Results

Records Found = 0 Search Criteria: First Name / Last Name (Exact)

Show entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

3. Click **Search**.

4. After clicking the search button, a box appears with one of the following messages:

- Before adding, make sure the patient you want to add is not listed in the Patient Search Results.
- This record already exists in the database. An exact match has been found.

5. Click **OK** to close the box.

6. If a possible match is found, select the patient. If the system finds an exact match, you cannot add a new patient record.

7. If no match is found, click **Add Patient**.



Patient Search Results
Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Show entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not or not pending manual review.

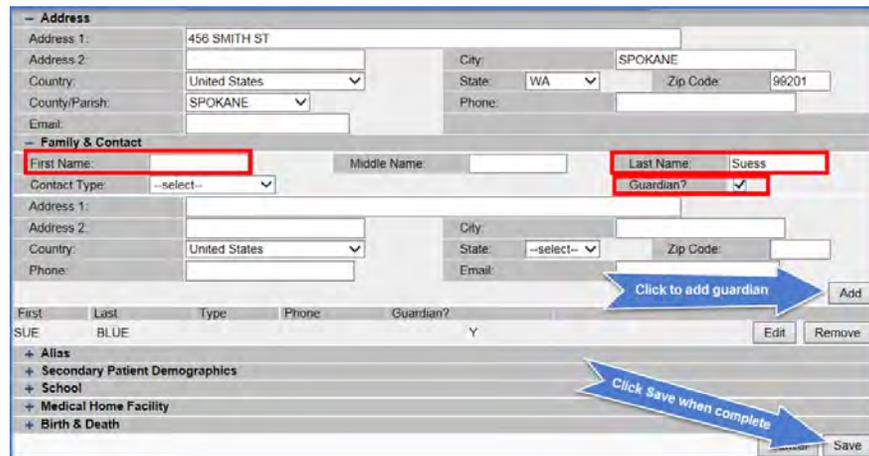
8. After clicking Add Patient, the system takes you to the **Patient Demographics Edit Screen**.

9. Enter patient information in the appropriate fields.

- All fields in red are required (First name, Last name, Birth date, Gender).
- Under the Family & Contact section check the box to verify guardian.

10. Click **Add** under guardian information to apply the selected guardian.

11. Click **Save**.



Address

Address 1: 456 SMITH ST City: SPOKANE
 Address 2: State: WA Zip Code: 99201
 Country: United States Phone: County/Parish: SPOKANE

Family & Contact

First Name: Middle Name: Last Name: Suess
 Contact Type: --select-- Guardian?

Address 1: City: State: --select-- Zip Code: Phone: Email: Add

First	Last	Type	Phone	Guardian?
SUE	BLUE			Y

For questions, contact the IIS Help Desk at 1-800-325-5599 or WAISHelpDesk@doh.wa.gov

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).