


PKD Patient Registration

The following registration steps outline the mandatory information required to save the registration for a **new** patient.

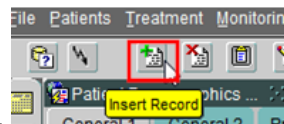
Main Menu: Patients > Demographics General 1 tab

To register a new patient:

1. Go to: <https://promis2.phc.bc.ca/> and enter the PROMIS universal **ID** and **Password**.
2. Click the **Launch PROMIS Patient View** button.
3. Enter your **Username** and **Password** to login to your PROMIS account.
4. Click the **Classic View** icon located at the top right hand corner. 
5. Go to the Patients menu, choose **Demographics**.

On the General 1 tab(Mandatory):

1. Enter all blue mandatory fields



- a) Place the cursor in the **PHN** field. Select the **Insert record** icon.
- b) Enter the **PHN**. ****If the patient is already in PROMIS an alert will appear. Click the **Dismiss** button.**
 - (1) If you are a new user call PROMIS Support at 604-806-8868 or 1-855-806-8868 to complete the registration.
 - (2) If you are an existing PROMIS user see the document called "PKD Patient Registration – New User" to add the PKD diagnosis.
- c) Enter the **Last Name**.
- d) Enter the **First Name**.
- e) Enter the **Gender**.
- f) Enter the **Race**.
- g) Enter the **Birth Date** (DD-MON-YYYY).
- h) Under **Address Type** click on a blank line and click the drop-down arrow to select the address type **Home**. Click the **Add** button and input all applicable address information. When done click the **OK** button.

On the General 2 Tab (optional):

1. Enter any applicable fields.

On the Programs Tab (Mandatory):

1. Register the patient into the program:
 - a) Click on the **Description** field and select: **Polycystic Kidney Disease**.
 - b) Select a **Start Date**.
2. Add the Program Diagnosis.
 - a) Click on the **Program: PKD** will autopopulate.
 - b) Select the Primary Diagnosis **Type: Primary**
 - c) Select the Program **Code: Polycystic Kidneys, Adult Type (Dominant)**

On the Centres Tab (Mandatory):

1. Add the Management Centre
 - a) Click the **Program: PKD** will autopopulate.
 - b) Select the **Centre Type: Physician Office** by using the drop down arrow.
 - c) Select the **Management Centre: Applicable Dr. Office**.
 - d) Select the **Start Date**.

On the Physicians Tab (Mandatory):

- a) Click into the **Primary Nephrologist** field and select the applicable Physician from the drop down MSP icon.
- b) Click **Save**.

On the Contacts Tab (Optional)

- a) Add Priority, First name, Last name and phone numbers.
- b) Click **Save**.

On the ABO Tab (Optional)

- a) Add Blood type, Blood Rh and Height.
- b) Click **Save**.