

Register/update a patient

Version: 1.01 | Last Modified on 12/03/2025 10:39 am AEDT

Create or update a patient record. The record includes the patient's demographics and payment information and can be used to manage billing, verify claim entitlements and send SMS messages.

Other patient record resources:

- How to add family members.
- How to add an account payer.
- How to add a referral.
- How to add customised patient fields.
- How to add an **Alert** step 9 in this guide.

To create a patient record:

- 1. Go to Zedmed's Reception tab.
- 2. Select Patients.

The Patient Seach screen will open.

To edit an existing patient's record, use the Find a patient guide to locate and open the record.

3. To create a new patient record, select New.

A blank patient record will open.

You will need to fill in the relevant information. The following steps explain how to fill in the fields that may require guidance.

💋 Holloway, Knut			×			
Acc Enquiry Attend Bill	Clinical Informati	ion Print Quote Receipt Waiting Room App	ointments Extras			
Patient Details	Personal		Practice			
Further Details	Family Name	Holloway	File# 4 Pull File 🗸			
Recalls	Given Name	Knut Initial	Hosp. UR No Clinical Warnings			
Notepad	Preferred Name	Former	Usual Branch Albany Road Clinic (4) \checkmark			
🔽 eHealth	Title	Mr Sex at Birth M V	First In 26/07/2022 Last In 20/09/2024			
Messages	Pronouns	~	Type PTS 🗸 Status Current 🗸			
Payment Cards	Date of Birth	19/05/1952 Age 72	Family			
	🖂 Home 🗸	5 Jacob Pl	* Holloway, Knut (4) $\qquad \qquad \lor$			
			Family Links			
		BUGLE RANGES 5251	Payers			
	Preferred Contact Method	Mobile ~	Medicare P4 \$5,616.15 V			
	🌭 Mobile 🗸	045555555	Fund			
		Do Not Send SMS 🗌 Default Appointment SMS 🗹	Add Details Claims			
	Email	hknut@address.com.au				
Usual D		Davis, Phillip 🗸 🗸	Referrals Vivian Mortier 28/06/24 12 Mths			
	Medicare	5950 28614 2 1 Exp				
	Veteran	Exp	Add Details			
	Health Care	Exp	Other Contacts			
	Safety Net		NOK Name Relationship			
	Pen. Stat.	Full DVA V PBS Co-payment	% Mobile ~			
		Neither Aboriginal nor Torres Strait Islander origi $$	Emerg. Contact Name			
	Ethnicity Set	^	S Mobile V			
		×	Next Appointment			
			12/03/25 14:00 (10 mins) with Dr Phillip Davis			
	Alerts					
	Requires DVA trans	port				
	2		Υ.			
Delete Print	Patient Verificatio	on Find	Close Cancel			

- 4. Fill in the **Personal** fields.
 - a. Family Name

If the patient's surname has changed, the former name is stored away and can be shown by Selecting the **Former** button under **Initial**. If there is no former name stored, this button will be greyed out.

b. Date of Birth

The year must be entered as four digits. For example, you would enter 1967, not 67.

c. Sex at birth

Select Male, Female or leave the field blank.

d. Pronouns (Zedmed v36.1.0 and later)

If the patient has preferred pronouns, they can be selected here. The pronouns will appear next to the patient's name in both Office and Clinical. Pronouns can also be added and edited in Clinical. Additional pronouns can be created in Zedmed's list management.

e. Address

Up to 3 addresses can be entered: **Home**, **Mail** and **Previous**. The previous address is automatically stored when the home address is changed. Use the drop-down field to select the type of address you want to enter or view.

f. Suburb & Postcode

Manually adding - If you enter the full suburb name and press **Tab** the postcode will be automatically added. Zedmed has a postcodes file, and if a postcode is not found, it will check the national file and update the local file if a new postcode is found.

Postcode selector - If you type the first few letters of the suburb and press **Tab** (or F3), the **Postcode Selector** will open. You can then select the correct Postcode, State and suburb and select **Close** to save.

	Postcode	Suburb	State					
1	2640	ALBURY	NSW					
2	3350	BALLARAT	VIC					
3	4868	BAYVIEW HEI	QLD					
4	5042	BEDFORD PAI	SA					
5	7301	BISHOPSBOU	TAS					
6	2865	BOCOBRA	NSW					
7	4000	BRISBANE CT	QLD					
8	4000	BRISBANE CT	QLD					
0			**	_		 		_
					Close		Help	

g. Preferred Contact Method

Select the drop-down to open the entry fields for Mobile, Home and Work phone numbers and for Email.

Mobile - A mobile phone number is required if the patient wants to receive reminders by SMS.

Email - An email should be entered to support the different notification features in Zedmed.

h. Do Not Send SMS

Select this box if the patient does not want any SMS notifications.

i. Default Appointment SMS

Select if the patient has agreed to have SMS messages used for appointment reminders.

j. Usual Dr.

This is the doctor the patient would prefer to see and is optional.

k. Medicare

Enter the patient's Medicare card number and the last day of the month that the card expires. This is a requirement for Medicare cards issued to overseas visitors. For simplicity, you could enter the day as 30, which works for all months except February.

I. Veteran

If the patient is a veteran, enter their DVA card number.

m. Health Care

If the patient is a member of a Health Fund, enter their Health Fund card number.

n. Safety Net

This is for the patient's Medicare Safety Net threshold information.

o. ATSI

Is the patient Aboriginal or Torres Strait Islander?

p. Ethnicity

Select **Set** to open the **Select Ethnicity** screen. Use the + symbol to expand and the tick boxes to select an option.

5. Fill in the **Practice** fields.

a. File#

A number will be generated automatically, and you can override it with your own number if your practice has its own numbering system. The automatic number assignment is set by the **Global file numbers** tick box in the **Practice Details** screen. You can access the tick box by selecting **Management > Practice Setup > Practice**.

b. Pull File

This box indicates if there is a paper file for the patient's history. An unticked box means the patient only has a computer file.

c. Hosp. UR No

If your practice services patients for a local hospital, enter the hospital's UR Number for reference purposes.

d. Usual Branch

The branch surgery the patient usually attends.

e. First In / Last In

These dates are automatically recorded by the computer but can be overridden.

f. Patient Type

This is a practice-definable field that can be used to categorise patients or conditions.

To learn more, see the Add new patient types guide.

g. Status

This field is used to indicate if a patient is Current, Archived, Casual or Deceased.

6. Add any Family.

To learn more, see the Add family members guide.

7. Add the Payers.

To learn more, see the Add an Account Payer guide.

8. Add any Referrals.

To learn more, see the Adding a Referral article.

9. Add any Alerts.

The **Alerts** section is used to enter important notes that reception needs to be aware of. To add an alert, type the information into the space provided and select **Close** to save it. The information will now appear in red text on the **Appointment Details** when you make an appointment and when you open the patient from the **Waiting Room**.

Examples of alerts:

• The patient has an outstanding payment they need to pay in advance. Each time a patient misses an appointment, it can be noted here. E.g. "Missed appt Dr. Davis 2/5/22 2:15.

10. Patient Verification button.

Click this button to check the patient's eligibility for claims. A response will display the current entitlements, including Medicare, DVA, health funds and concessions. Verification is often performed for each attendance and should be used to confirm a new patient record has been correctly set up for claims.

11. The Further Details tab.

Record additional information using practice-defined fields.

To learn more, see the Practice defined fields guide.

Personal information can also be recorded by doctors in the Clinical Patient Details tabs.

12. The Recalls tab.

Create, record and manage recall letters for patients.

To learn more, see the **Recall Management** guide.

13. The Notepad tab.

This free text page can be used to record information. Use the Clock icon to add the date and doctor.

In Zedmed v38 and later, the clock icon will also add the time.

Holloway, Knut Acc Enquiry Attend	Bill Clinical Information Print Quote Receipt Waiting Room Appointments Extras
🎴 Patient Details	🖶 🛠 🗈 📋 🏝 Arial 🛛 🔍 9 🖶 B I U 📃 🗄 🗄 🗐
Further Details	Patient called about how to use an escript 12/03/2025 09:37 AM - Dr Phillip Davis
Recalls	
Notepad	Click to add timestamp
eHealth	

14. The eHealth tab.

Add the patient's Healthcare identifier.

An Individual Healthcare Identifier (IHI) is allocated to individuals enrolled in the Medicare program or issued a Department of Veterans Affairs treatment card and others who seek healthcare in Australia (e.g. tourists, visa cardholders). The IHI number is required for My Health Record & ePrescribing. To get an IHI number, the patient's record needs a Medicare Card number or DVA number, Given name and surname, Date of birth, Gender and Address.

Select the Search HI Service button and the IHI number and fields will be populated for eligible patients.

💋 Holloway, Knut					×
Acc Enquiry Attend	Bill Clinical Informatio	on Print Quote Receipt Waiting Roo	m Appointments Extras		
Patient Details	EHealthID - Individua	I Healthcare Identifier (IHI)			
Further Details	IHI Number	8003 6083 3339 0375	Search HI Service		
Recalls	Number Status	Active	Clear IHI Details	Reinstate Previous IHI	
Notepad	Record Status	Verified	Previous IHI Details		
🔽 eHealth	Last Coarshad	12/01/2023 2:41:48 PM	Terrora in Details		~
Messages					Ť
Payment Cards	Last Updated	29/11/2022 10:10:18 AM			

15. The Messages tab.

Displays the patient's message history and allows you to send SMS messages and replies.

To learn more, see the Managing SMS messages guide.

16. The Payment Cards tab

This tab is for practices using Zedmed's Payment Gateway. It displays the card/s provided by the patient. The practice can see the last 4 digits and the expiry date of each card. Zedmed does not hold any other information. The credit card and payments are managed by Tyro eCommerce.

17. When all the information has been entered, select **Close** to save and exit.