

Search for Patients and Add a New Patient in OSIIS

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) From the **OSIIS Landing Page**, select the **Patient** Tab and choose **Add New Patient**.
- 3) The **Search OSIIS Patients** window will appear.

*Before creating a new patient, you must always search for the individual first. This cuts down on duplicate records for the same person being created in OSIIS, and more accurate records.

- 4) You may search for a patient using one of the five search categories:

- **Demographics ID**
- **Last Name, First Name, Date of Birth**
- **Social Security Number**
- **Phone Number**
- **Street Address and Zip Code.**

***Search With Soundex** is an alternative means for searching for a patient. This method allows for you to use what the name sounds like to search for potential matches within OSIIS. To use Soundex, search for a patient using what their last name *sounds like* and their first name to narrow down potential results.

- 5) If results are returned, review each individual for a potential match to the patient in question. If a patient proves to be a match, **update** that patient's chart rather than creating a new patient entirely.
- 6) If no match is found, click on **Add Patient** to create a new patient in OSIIS.
- 7) Clicking on **Add Patient** brings you directly to the **Patient Demographics** page. Enter the required information marked by a red asterisk (*).
- 8) Once all required fields are complete, click **Save Patient**. A message will appear to notify you that this patient has been successfully added to the OSIIS database.

*If not all the required fields are complete, an error message will appear in the upper right hand corner.

- 9) Now that the patient has been successfully added, you may add both a **Patient Contact** and a **Patient Guardian**.

For more detailed instructions please see the **OSIIS User Manual**