To: System Users
From: WRS Development Team
Date: 02/10/2021
Re: New Patient Registration

ITEMS IN THIS RELEASE

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How It Works
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New Patient Registration

WRS has created a new, streamlined process for registering a new patient. This new registration page can be found under the “Patients” tab and by selecting “Patient Registration New.”

Figure 1: Menu
How It Works

When registering a new patient, your front desk staff’s workflow remains the same. The required information is identified by red asterisks next to it, similar to the old registration. However, all of the “additional” and “optional” fields are listed in dropdown menus.

![Patient Registration](image1)

**Figure 2: Patient Registration**

The “additional demographics” section includes areas to:

- Upload a patient’s photo.
- Scan and upload a copy of their driver’s license / other ID card.
- Select marital and employment status.
- Acknowledge patient policies.

![Additional Demographics](image2)

**Figure 3: Additional Demographics**
The “optional demographics” section includes race & ethnicity, language preference, gender identification, and sexual orientation.

If the personnel registering the patient does not want to enter in the additional or optional demographic information upon registration, they can leave it blank. Patients can enter this information in the patient portal, in the check in module, and on their new patient paperwork.
Required Fields for Preferred Options

Complete Patient Registration requires that the staff collect, at a minimum, the following items:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9’s)
- Phone Number
- Street Address
- Zip Code

Portal-Compliant Patient Registration Requires:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9’s)
- Phone Number
Quick Patient Registration Requires:

- First name
- Last name
- Date of Birth
- Sex
- Social Security Number (can be 9’s)

![Figure 7: Quick Registration](image-url)