

## Adding a Patient to Tricefy

Last Modified on 02/23/2018 12:15 pm EST

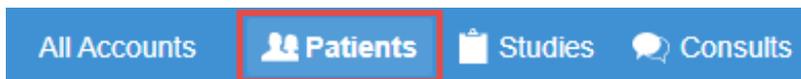
Patients are automatically added to Tricefy when:

- 1) Tricefy receives a study with a new patient ( [creating a study from the imaging system](#) )
- 2) A study with a new patient is uploaded to Tricefy ( [creating a study from Tricefy](#) )

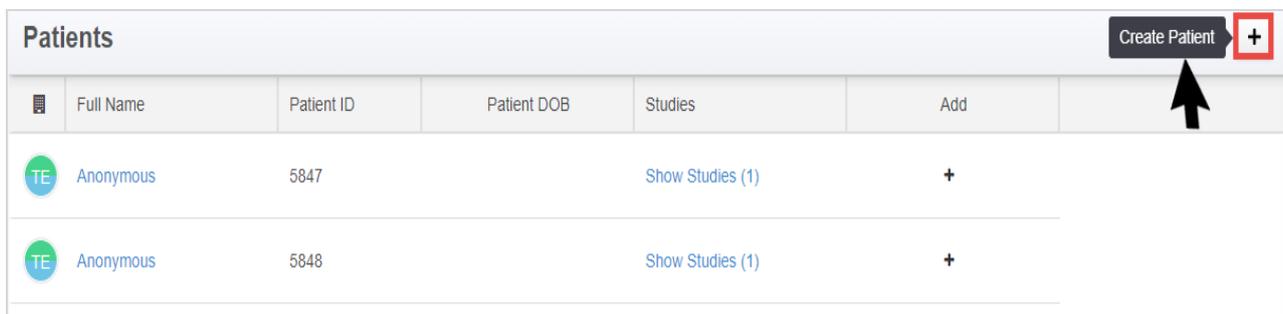
In both of situations, Tricefy uses the patient information that was entered into the imaging system at the time of the examination (and thus embedded in the ultrasound/DICOM data).

However, if you would like to upload a report and the patient does not already exist in Tricefy, you can manually add them.

To do this, select **Patients** from the navigation options at the top of the screen:



Next, select the + button in the upper-right corner:

A screenshot of the 'Patients' table in the Tricefy interface. The table has columns for 'Full Name', 'Patient ID', 'Patient DOB', 'Studies', and 'Add'. There are two rows of data, both for 'Anonymous' patients with IDs 5847 and 5848. In the top right corner of the table, there is a 'Create Patient' button with a '+' icon, which is highlighted with a red box and a black arrow pointing to it.

	Full Name	Patient ID	Patient DOB	Studies	Add	
	Anonymous	5847		Show Studies (1)	+	Create Patient +
	Anonymous	5848		Show Studies (1)	+	

A pop-up window displays for entering the patient's information. Enter the **Last Name**, **First Name**, **Middle Name** (if available) and **Date of Birth**. If your clinic assigns Unique Patient IDs, enter that as well, otherwise leave the field blank.

[Back](#) Create a new patient

**Account**

Testing clinic ▼

This is the account associated with the patient.

**Last name**

**First name**

**Middle name**

**Date of Birth**

**Unique Patient ID (pid)**

This is your practice's unique identifier for this patient. An ID will be auto-generated if left blank.

Save Patient

When you are finished, choose **Save Patient** to add the patient to Tricefy.

Your patient will now be listed on the Patients screen but will not have any studies. Refer to the following link for creating a study:

 [Creating a Study without DICOM](#)