

MANGAGE PATIENTS- CHANGING A PATIENT NUMBER

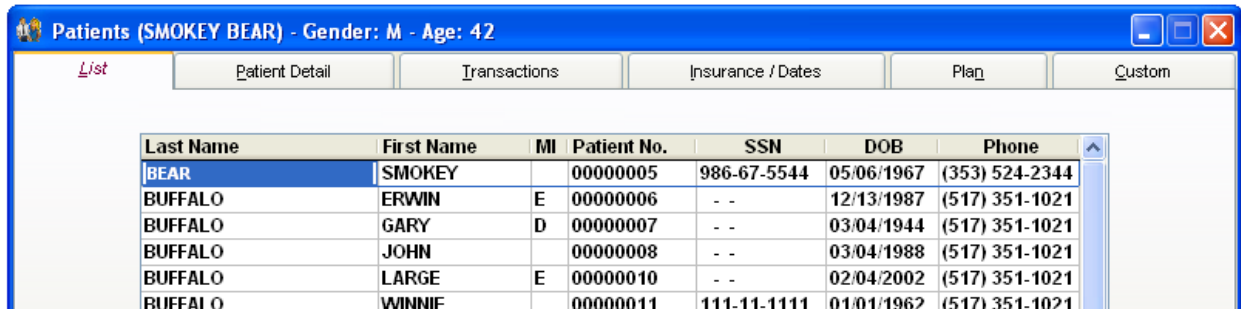
From the **ACTIVITIES** menu list you can access **MANAGE PATIENTS**

This will bring up your **Patient List** and allow you to access your patients. One feature that can be done from this option that cannot be done from simply accessing the patient list is changing the patient numbers.

*This information can also be found on the Clinic Pro Support Website under the heading **Tips and Tricks**

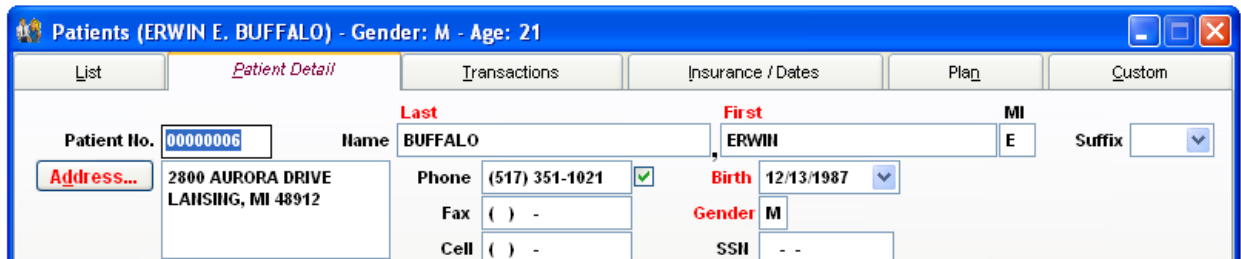
1. Click **System, System Parameters Maintenance**
2. Click the **System Settings** tab
3. Make sure the box next to **System Generated** is un-checked
4. Click **OK**
5. Go into **Manage Patients**

Here is the open patient list:



Last Name	First Name	MI	Patient No.	SSN	DOB	Phone
BEAR	SMOKEY		00000005	986-67-5544	05/06/1967	(353) 524-2344
BUFFALO	ERWIN	E	00000006	- -	12/13/1987	(517) 351-1021
BUFFALO	GARY	D	00000007	- -	03/04/1944	(517) 351-1021
BUFFALO	JOHN		00000008	- -	03/04/1988	(517) 351-1021
BUFFALO	LARGE	E	00000010	- -	02/04/2002	(517) 351-1021
BUFFALO	WINNIE		00000011	111-11-1111	01/01/1962	(517) 351-1021

Find the patient where you would like to begin changing the patient number and open their patient detail card



Patients (ERWIN E. BUFFALO) - Gender: M - Age: 21

Address... 2800 AURORA DRIVE
LANSING, MI 48912


Patient No. 00000006

Name Last BUFFALO First ERWIN MI E

Phone (517) 351-1021 Birth 12/13/1987 Gender M

Fax () - SSN - -

Cell () -

6. Enter in the new patient number, then hit **Save** .
7. When finished, repeat steps 1 & 2
8. Check the box next to **System Generated** IF you had to un-check it
11. Click **OK**

You can use patient numbers or letters in the patient number field.