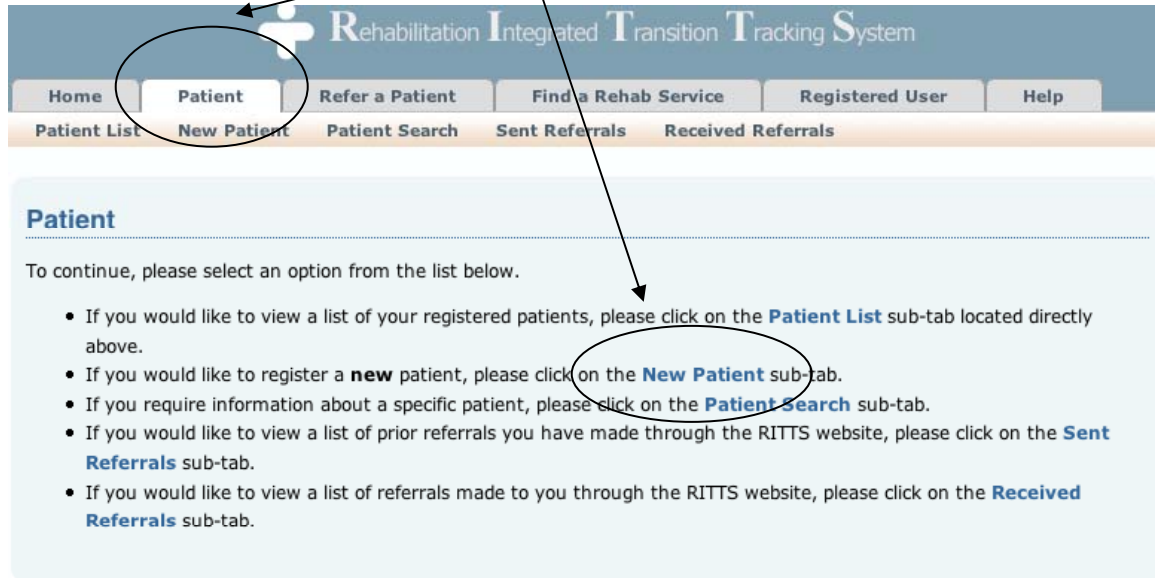


RITTS Tutorial: ADDING A NEW PATIENT

After logging in, click on the *Patient* tab at the top of your page and then the *New Patient* link.



The screenshot shows the RITTS (Rehabilitation Integrated Transition Tracking System) website. At the top, there is a navigation bar with the following tabs: Home, Patient, Refer a Patient, Find a Rehab Service, Registered User, and Help. Below this, there is a secondary navigation bar with tabs: Patient List, New Patient, Patient Search, Sent Referrals, and Received Referrals. The 'Patient' tab in the top bar and the 'New Patient' sub-tab in the secondary bar are circled. An arrow points from the 'Patient' tab to the 'New Patient' sub-tab. Below the navigation bars, the 'Patient' section is displayed with the heading 'Patient' and a sub-heading 'To continue, please select an option from the list below.' followed by a list of instructions:

- If you would like to view a list of your registered patients, please click on the **Patient List** sub-tab located directly above.
- If you would like to register a **new** patient, please click on the **New Patient** sub-tab.
- If you require information about a specific patient, please click on the **Patient Search** sub-tab.
- If you would like to view a list of prior referrals you have made through the RITTS website, please click on the **Sent Referrals** sub-tab.
- If you would like to view a list of referrals made to you through the RITTS website, please click on the **Received Referrals** sub-tab.

The system will ask you to first search for the patient's information to make sure it is not already in the system. You can search for the patient by their personal information OR health card number.

Patient Search

Before you start to add a patient, please search first to see if this patient's data is in the RITTS database.

If you would like to retrieve information about a specific patient, please enter their personal information **OR** their Health Card number **OR** their **Medical Record Number (MRN)** below and click the **Submit** button. The patient's information will be retrieved from the RITTS system.

If you would like to view your complete patient list, please click on the **Patient List** sub-tab located above.

PLEASE NOTE: Patient Searches are tracked for patient privacy purposes.

By First Name + Last Name + Birthdate

First Name:

Last Name:

Birth Date: (yyyy/mm/dd)
 / /

The RITTS project does not currently support pediatric referrals.

OR

By Health Card Number

Health Card Number (e.g.OHIP):

If the patient could not be found in the RITTS, enter the patients information into the fields provided and click the *Register* button. The new patient will be added to your patient list.

Patient registration

The patient you searched is not found. Please add the patient using the following form.

Fields marked with an asterisk (*) are **required**.

* First Name:	<input type="text" value="New"/>
* Last Name:	<input type="text" value="Patient"/>
Maiden Name:	<input type="text"/>
Father's First Name:	<input type="text"/>
Mother's Maiden Name:	<input type="text"/>
* Gender:	<input type="text" value=""/>
* Birth Date: (yyyy/mm/dd)	<input type="text" value="1989"/> / <input type="text" value="3"/> / <input type="text" value="2"/>
<small>The RITTS project does not currently support pediatric patients.</small>	
* Health Card Number (e.g.OHIP):	<input type="text"/>
Version of Health Card Number:	<input type="text"/>
* Province/Territory Issuing Health Card:	<input type="text" value="Ontario"/>
WSIB:	<input type="text"/>
Home address:	<input type="text"/>
City/Township:	<input type="text"/>
Postal code:	<input type="text"/>
Province/Territory of residency:	<input type="text" value="Ontario"/>
Phone Number (W):	<input type="text"/>
Phone Number (H):	<input type="text"/>
Preferred language:	<input type="text" value=""/>
Other language:	<input type="text"/>
Does the patient need an interpreter?	<input type="checkbox"/>
Interpreter Information:	<input type="text"/>
Contact name:	<input type="text"/>