

# eCare NEXT Patient Estimates Create a New Patient for Clerical Staff

Experian eCare NEXT EDUCATION

The Quick Launch Create a New Patient function is an eCare NEXT capability that allows users to manually add a patient who has not been registered in Cerner. This function allows users to run estimates for patients looking to compare out-of-pocket costs among different service providers, often called “Price Shoppers.”

## Create a New Patient

To manually add a patient into eCare NEXT:

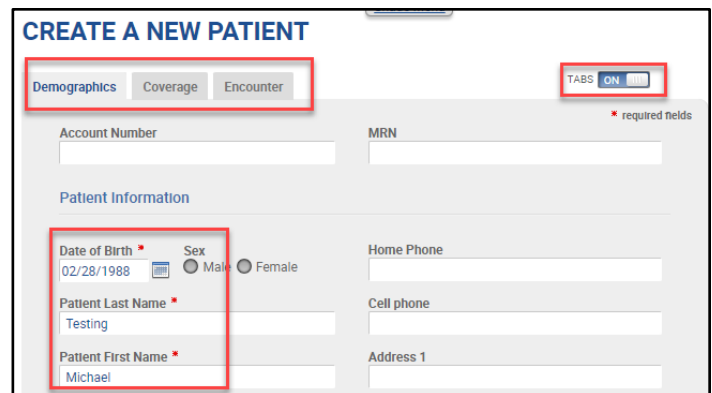
1. From the Work Queue, click **Create a New Patient**



The screenshot shows the eCare NEXT Work Queue interface. At the top right, there is a user profile for Judy Malak (6806973) and links for OneSource, Logout, Help, and Self Service Portal. Below this is a 'Shade Menu' button. The main area is titled 'WORK QUEUE' and includes a search bar, a dropdown menu for 'All Transactions MPN (Best Practice)', and a '1 of 2000' indicator. A red box highlights the 'Create a New Patient' button, and another red box highlights the 'Filter' button.

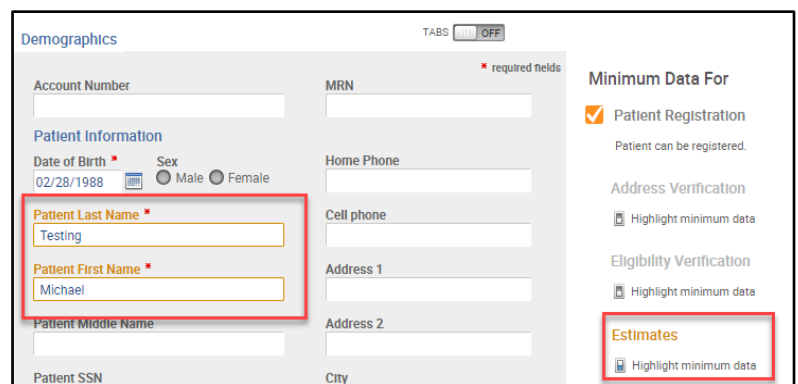
2. Create A New Patient

- By default, the Demographics, Coverage and Encounter tabs display
- To turn off tab mode and display all fields in a single scrolling page, switch the TABS toggle to the OFF position
- Fields with a red asterisk are required



The screenshot shows the 'CREATE A NEW PATIENT' form. At the top, there are three tabs: Demographics, Coverage, and Encounter. A 'TABS ON' toggle is highlighted with a red box. The form includes fields for Account Number, MRN, Patient Information, Date of Birth, Sex, Patient Last Name, Patient First Name, Home Phone, Cell phone, and Address 1. Red asterisks indicate required fields. The Date of Birth, Patient Last Name, and Patient First Name fields are highlighted with red boxes.

- Click on a **Highlight minimum data** link under one of the categories to identify additional fields, whose completion is strongly recommended for that component
  - a. Fields will highlight in a bold, gold font
- TABS are automatically turned OFF when a Minimum Data link is highlighted
- Enter both required and strongly recommended data



The screenshot shows the 'CREATE A NEW PATIENT' form with the 'TABS OFF' toggle. The 'Minimum Data For' section is visible, with a checked box for 'Patient Registration'. The 'Estimates' link is highlighted with a red box. The Patient Last Name and Patient First Name fields are highlighted in bold, gold font. The Patient Middle Name and Patient SSN fields are also visible.

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## Coverage Information – complete if needed

- Clicking Add Insurance will allow the addition of another insurance plan

## Encounter Details – complete if needed

- Procedure information will be added when creating an estimate
- If known, procedural details can be entered in the Encounter fields

3. After Demographic, Coverage, and Encounter Information is entered, Click **Submit New Patient**

4. Insurance eligibility will automatically run and return in the Coverage chevron
- For Self-Pay patients, the response No insurance information available for this patient will display

5. After Coverage returns, click the **Estimate chevron** to run a patient estimate using the standard Patient Estimate procedure