



Clinic Admin: Create Patient

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CREATE AN ACCOUNT FOR PATIENT

Patients can enter as a guest or can sign up by themselves. A Clinic Admin can create a patient account in behalf of the patient.

1. On your Admin panel, please choose **Users**.



2. Select **Patients > New User**.



3. Fill out the fields with the required information.



4. Click **Create** when done.

The user account is now created! The user will be sent a welcome email informing them about their login details.