

# Update a Patient Record

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The initial information entered about patients during intake can be updated, for instance, to note significant changes in a patient's condition, add diagnostic assessments, correct minor errors, or convert staged participants into patients. These updates are entered on the Patient tab by entering the patient's ID #. A message appears below the ID # field indicating that the patient already exists. To update the initial form, click Load. To add different, supplemental information about the patient, click Edit to open the edit patient form.

Updating daily tracking patients is even easier. If you started the run clock and already submitted information about the patient, that patient's ID # automatically populates all forms until the run is ended.

## To update a patient record

1. On the **Patient** tab, click the name of the form you want to use. The form opens.
2. If necessary, select the **Incident** the patient was associated with.
3. Enter the patient or staged participant's identification number and click Load. The information previously entered for this patient appears on the form.
4. Enter or edit this information, making sure to complete required fields that are marked with a red asterisk. Within the form, you may need to navigate between tabs to access all fields.
5. Click **Save**. The information you entered is saved and the form is cleared except for commonly static fields, which remain populated in preparation for the next entry.