

# Add a patient

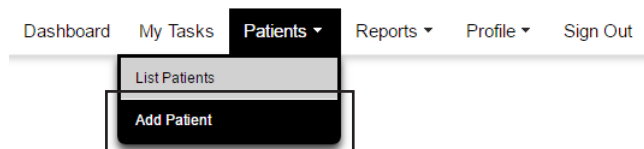
English

## Why?

If you need to add a patient prior to the next patient list upload, you must manually add the patient in ResMed ReSupply.

## Manually add a patient in ResMed ReSupply

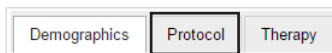
1. Log in to ResMed ReSupply.
2. From the Patients menu, select **Add Patient**.



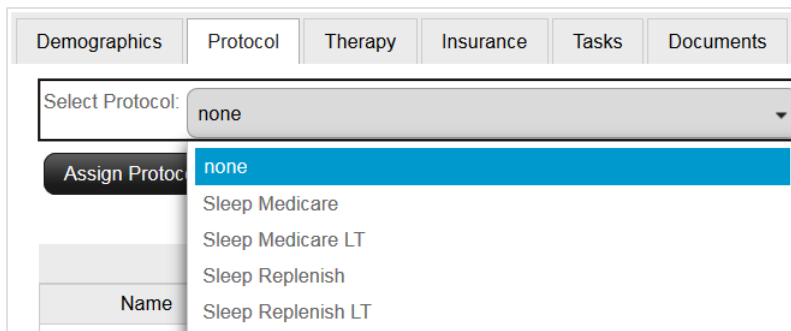
3. Enter all necessary information in the Demographics tab—profile, contact information, identifier information and address.
4. (Optional) We recommend that you enter the medical record number and physical address.
5. Under Contact Method, you can adjust the following options. We recommend that you select “Yes” for both:
  - Notify by Email
  - Notify by Phone
6. Click **Save**.
7. Click the **Insurance** tab.
8. Enter all necessary information under Primary Insurance and Secondary Insurance (if applicable)—Insurance provider, Policy Holder Name, Policy Holder DOB and Member ID.
9. Click **Save**.

## Assign a protocol to your newly added patient

1. Click the **Protocol** tab.

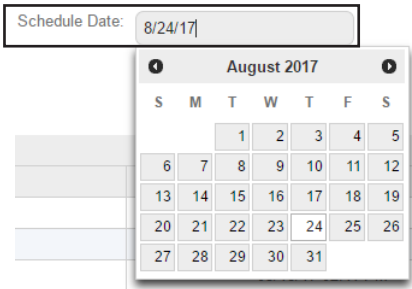


2. In the Select Protocol drop-down list, select the appropriate protocol.



\* Patient identities and data are fictional.

3. In the Schedule Date calendar field, select the date when the patient will become eligible for new supplies. For example, 90 days after the patient received their most recent supply order.



4. Click **Assign Protocol**.