

Add new patient types

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Set up a new patient type in Zedmed and update a patient with that type. This can be useful search criteria when running reports to identify patient demographics. To learn about other practice-definable fields, see the [Practice setup guide](#).

Examples of type values:

- Recording if the patient has private insurance.
- Recording a psychological condition that needs to be selected for some Medicare items, e.g DVA patients.

Adding a new patient type

To add a new patient type:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Practice**.

The **Practice Details** screen will open with the **Practice** tab selected.

3. Select the **Patient Types** button.

The **Patient Category Values** screen will open.

4. Select **Add New**.
5. Enter the new patient type into the field provided.

The field will be ticked (active) by default.

6. Select **Close** to save an exit.

The screenshot shows the 'Practice Details' form with a 'Patient Category Values' dialog box open. The dialog box has a table with the following data:

Category	Patient Types	Active
	PTS	<input checked="" type="checkbox"/>
	Appt	<input checked="" type="checkbox"/>
	Pensioner	<input checked="" type="checkbox"/>

The 'Add New' button in the dialog is highlighted with a red box. A red arrow points to the 'Pensioner' row in the table. The 'Patient Types' button in the main form is also highlighted with a red box.

Changing a patient's type

Change a patient's type.

To change a patient's type:

1. Go to the **Reception** tab.
2. Select **Patients**.
This will open the **Patient Search** screen.
3. Locate and select the patient.
To learn more, see the [Find a patient article](#).
4. In the **Practice** section's **Type** field, select the new type.
5. Select **Close** to save and exit.

Hollaway, Knut

Acc Enquiry Attend Bill Letters Clinical Information Print Quote Receipt Waiting Room Appointments Extras

Patient Details

Further Details
Recalls
Notepad
 eHealth
Messages

Personal

Family Name: Hollaway

Given Name: Knut Initial:

Preferred Name: Former:

Title: Mr Gender: M

Date of Birth: 19/05/1995 Age: 26

Home: 5 Jacob Pl

Suburb: BUGLE RANGES 5251

Preferred Contact Method: Mobile

Mobile: 0478701007

Do Not Send SMS: Default Appointment SMS:

Usual Dr: Davis, Phillip

Medicare: 5950 28614 2 1 Exp:

Veteran: Exp:

Health Care: 4565 22215 Exp:

Safety Net:

Pen. Stat.: Pension/HCC PBS Co-payment:

ATSI: Both Aboriginal and Torres Strait Islander origin

Practice

File #: 4 Pull File:

Hosp. UR No: Clinical Warnings:

Usual Branch: Branch 1 (4)

First In: 17/03/2021 Last In: 20/11/2021

Type: Pensioner Status: Current

Family: **Pensioner** 

* Black, Emma (62)

Family Links:

Payers

Hollaway, Knut P1 \$2,828.55

Fund BUPA 12345678

Referrals

Brenda Reed 06/10/21 12 Mths

Other Contacts

NOK Name: Relationship:

Home:

Emerg. Contact Name:

Home:

Alerts

test