

# Editing Basic Patient Information through OnPatient

07/24/2024 2:15 pm EDT

Allow your patients to submit their information before they even reach the office. They'll need to set up an OnPatient account which you can learn more about [here](#).

1. Once you have an OnPatient account, log in and go to **Appointments**. The patient will need to have an appointment scheduled to edit their basic demographic information. If they have an appointment set up click **Check In**.

The screenshot shows the OnPatient user interface. At the top, the 'onpatient' logo is on the left, and a navigation menu includes 'Appointments', 'Doctors', 'Billing', 'Messages', 'Documents', and 'Health Profile'. The 'Appointments' menu item is highlighted with a blue rectangular box. On the right side of the navigation bar, the user's name 'Jenny Harris' is displayed with a profile icon. Below the navigation bar, the main heading 'Appointments' is on the left, and two buttons, 'Book Video Visit' and 'Book Appointment', are on the right. Underneath, a section titled 'UPCOMING APPOINTMENT' contains a card for an appointment with James Smith on September 23, 2020 at 8:00 AM. The card includes a small profile picture of James Smith and his address: 225 Schilling Circle, 21212, MD Baltimore. A blue arrow points to a 'Check in' button on the right side of the appointment card.

2. This will direct the patient to their demographic information along with Additional Information and Reason for Visit that is specific to your OnPatient forms.

**Note:** Data that is input through the Additional Information, Reasons for Visit, Medications, Allergies, Conditions, or Questions & Comments sections will populate in the clinical note. All other information will populate the patient's chart.

## Onboarding forms

### Patient Photo



Choose a file:

No file chosen

### Name & Gender

First Name	Middle Name	Last Name	Suffix
<input type="text" value="Jenny"/>	<input type="text"/>	<input type="text" value="Harris"/>	<input type="text"/>
Gender	Nickname		
<input type="text" value="Female"/>	<input type="text" value="Jen"/>		

### Address

Street Address	<input type="text" value="1001 N Rengstorff Ave"/>		
City	State	Zip Code	
<input type="text" value="Mountain View"/>	<input type="text" value="California"/>	<input type="text" value="94040"/>	

3. As the patient completes the check-in process, they can make changes to their demographic information, for example, updating their address or contact information.

4. If needed, the patient will need to sign any consent forms and click **I'm done**. After clicking **I'm done**, the information the patient entered will be saved.

### Consent & Signature

2 unread consent forms		
<input type="checkbox"/>	<a href="#">No Show Policy</a>	Required
<input type="checkbox"/>	<a href="#">HIPAA Data Use Agreement</a>	Required

**I'm done**