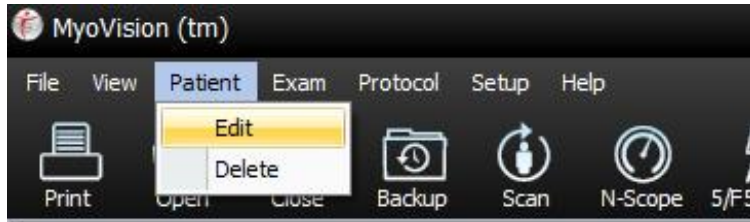


# How to Edit Patient Information

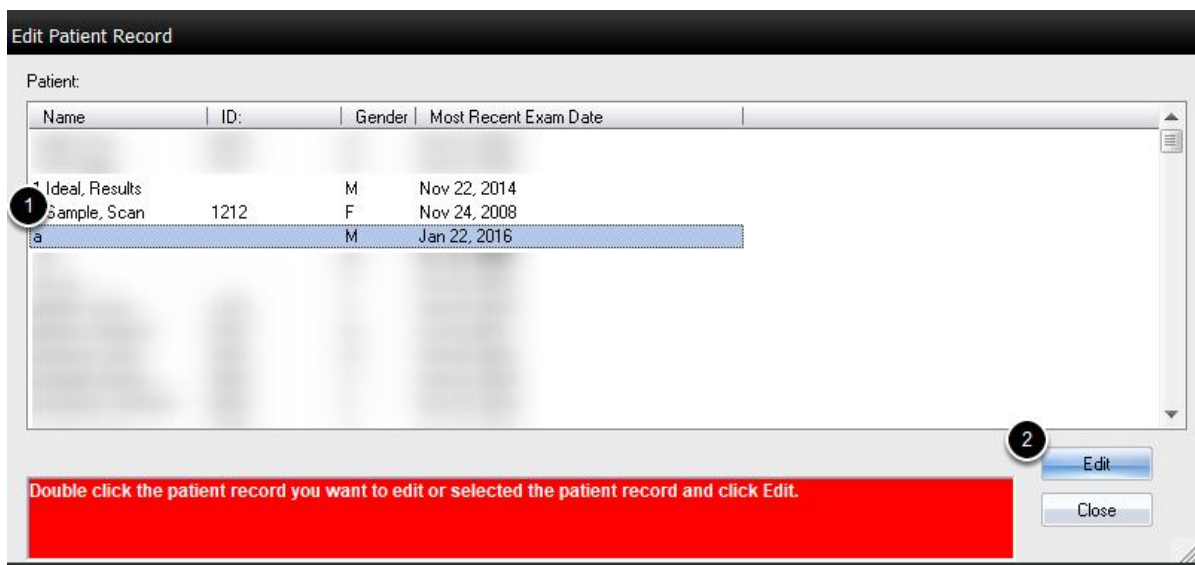
Last Modified on 07/09/2018 4:18 pm PDT

This article will show you how to edit a patient's name, ID, and gender.

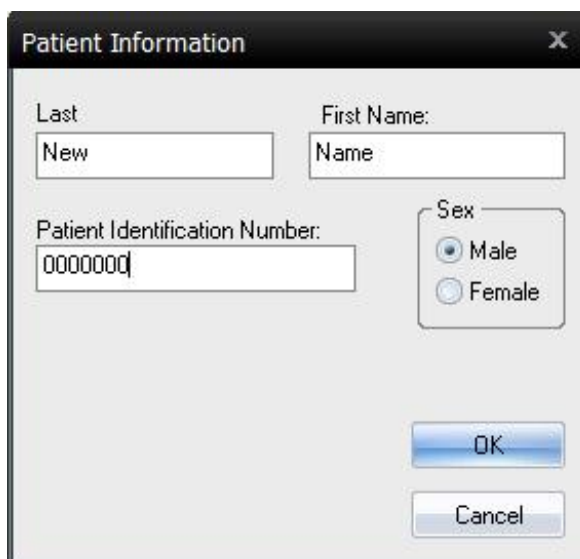
1. Open the Patient menu and select Edit



2. Select the patient you want to edit and click Edit.



3. Enter in the correct patient information. Then, click OK.



The screenshot shows the 'Patient Information' dialog box. It contains the following fields and options:

- Last: New
- First Name: Name
- Patient Identification Number: 0000000
- Sex:  Male,  Female
- Buttons: OK, Cancel

4. Click YES to confirm the changes



You have successfully edited the patient's information.

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