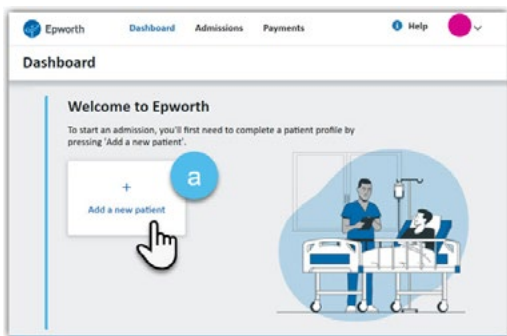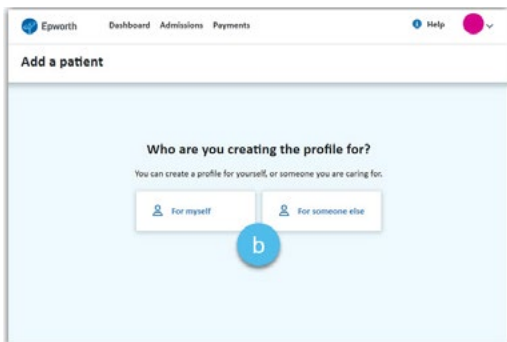# Complete an online admission

Once you have logged into the **Patient Portal**, you will be prompted to add a **patient profile** either for yourself or someone you care for, including their admission details.

For **first time** Portal users

A *Welcome to Epworth* page will display on your Portal dashboard, prompting you to add a patient.
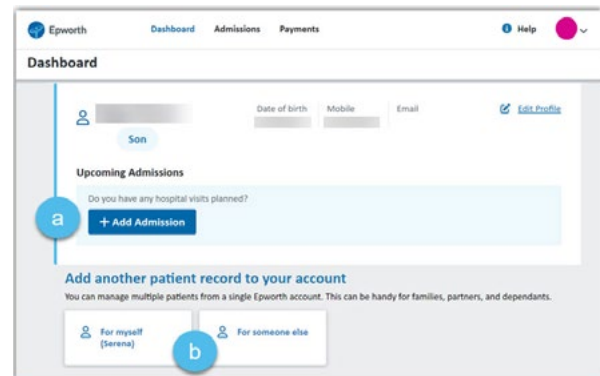

a. Select the **+ Add a new patient** button

b. Select which patient the admission is for

For **existing** Portal users

Once signed in, your Portal dashboard will display. If this admission is for someone who;

a. already has a patient profile on the account, select the **+ Add Admission** button

b. is not listed with a patient profile, select the relevant option under the **Add another patient record to your account** section.
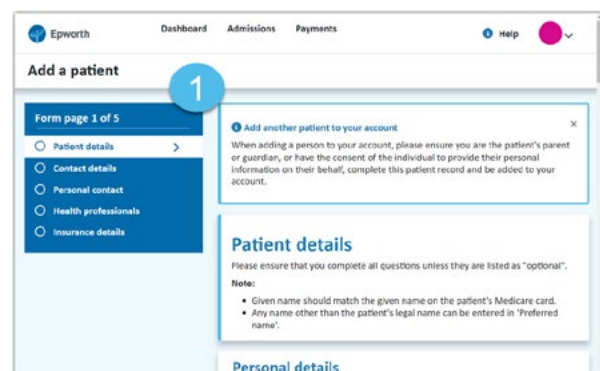
Add a patient

Completing the Patient Profile section will take about five minutes.

1. This section requires the following information to be entered to create the **Patient Profile**:
   - Patient details (i.e., Medicare details)
   - Personal contact details
   - Health professional details
   - Health fund/funding details

> **Patient Profiles** once created, remain on your Portal account to save you time, should you need to return to Epworth in the future.

Add an admission

Once the patient's profile is completed you will be prompted to add the admission details.

a. Click the **+ Add admission now** button

b. Read the **Admission form** information

c. Click **Start form** button

2. The **Admission form** is sectioned into pages requiring the following information to be entered:

- Admission date and time
- Specialist and procedure information
- List of current medications and allergies
- Patient health history

You can **save your admission as a draft** at any time and complete it later, as well as review before you submit the admission.

a. To do this, select the **Back** button located at the bottom of each admissions page. A prompt box will display confirming your action.

b. Select the **Stay** button to continue or select the **Leave** button to exit.

Selecting the **Leave** option means all information entered on previous pages will be saved. When you return to complete the admission, you will be directed back to where you left off.

If you need to change your admission details

Once the admission is submitted it will display a '**has been completed**' status on your dashboard, meaning you can no longer edit it, so ensure to review all information prior to submitting.

It is important to let your admitting hospital know of any changes to the admission information. Please contact our **Patient Services** team to assist you with any updates.

More Help: For any questions around using our Patient Portal check out our **Frequently asked Questions** section available on our help page or contact our team (refer to **Need Help?** details below).