



To Screen Patients

TO SCREEN PATIENTS

A. To Add New Patient

1. Select the **View All Patients** tab.



2. Click the **Add New** button. The screen will refresh to display the **Add New Patient** window.

PATIENTS								Add New
First Name	Last Name	Phone #	SSN	DOB	Gender	Most Recent Test Date	Most Recent Test Score	Action
Ernest	Abcde		4321	05/21/1954	M	04/28/2013	32	Select Edit

3. Enter the information requested, including the primary physician for the patient, and click on the **Register** button.

[Register](#)

B. To Order Screen

1. Select the tab labeled **View All Patients** and select a patient from the list.



2. To begin the screening assessment, click on the **Start New Screen** button located in the top right of the **M3 Patient Report** page.



3. You will be prompted to choose if you would like to administer any additional supplemental questionnaires. You may also be prompted to select the site where the screen is being administered.

This action will use a purchased test code for the screening process. Do you want to continue?

M3 Screen (Validated for 18 years old and up)

Check the additional questionnaire(s) to be added for the screening

Side effect questionnaire

Audit C questionnaire

PHQ-9 questionnaire

Supplemental questions

Select the Site where screening is to be assigned

-- Select --

4. Click **Continue** to administer the screen.

[CONTINUE](#)

C. For Patient to Take the Screen

1. From the M3 Clinician Portal home page, or the tablet screening device, select the **Start Screen** action button in your desired language.

Start Screen/Pantalla Inicio [English](#) [Spanish](#)

2. Within the **Authenticate** window the patient will enter the last four digits of their Member ID number, their last name and their date of birth, and then click on the **Start Screen** button.

Last 4 digits of SSN*

Last Name*

Date Of Birth*

Enter date as mm/dd/yyyy

3. Instruct the patient to read and click **Accept** on the medical disclaimer window to continue with the screen.

4. The patient will now be administered the screen and may proceed with the checklist.

[ACCEPT](#)