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.

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

**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.

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

**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.

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.

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.