

# Add new contact

The procedure is available from the [Contacts](#) form by clicking the “Add new contact” button.

Patients (but also customers who are not patients, eg Insurance Funds, Hospitals, etc.) are automatically registered in the contacts, **we do not need to do anything about it.**

With the “Add new contact” function we can insert a physical or legal person who does not belong to the above categories.

Fill in the form and press the “Insert” button.

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