

Healthcare professionals: How to add patients to a disease fund wait list in the PAN Portal

This document walks healthcare professionals through how to sign a patient up for a disease fund wait list using the PAN Foundation portal.

Joining a disease fund wait list

Each closed disease fund has its own wait list. You can add patients to a wait list whenever a fund is closed. You have two different options for how to add patients to a wait list.

Option 1

Steps in the portal

1. Go to the [PAN portal](#) and log in to your existing account.
2. Once logged in, go to the “Patients” tab and select the “New enrollment” button in the upper right-hand corner.
3. You can then search either by either the patient’s diagnosis or medication they’re taking to find a disease fund. If the fund is closed, it will say “Closed, wait list available” next to the disease fund name.
4. Select the closed disease fund your patient is interested in joining the wait list for and then select “Next.”
5. On the next screen, click the plus sign next to any medications your patient is taking for this specific disease. Then click, “Next.”
6. Confirm that the medications you picked are accurate. If you’ve missed any medications or something does not look right, you can select the minus sign next to any medication you’d like to remove or select “Add another medication” to add a new medication. Once your list of medications is correct, select “Yes, begin application.”
7. Confirm that you want to be added to the wait list by selecting “Yes.”
8. Next, fill out the patient information on the screen, including your patient’s personal, demographic, and, if necessary, caregiver information.
 - You can add an additional subscriber by clicking “Add subscriber” if you’d like anyone else to have access to the patient’s wait list details or be notified when the wait list opens.
 - Once you are done, select “Add to wait list” at the bottom of the screen.
9. Your patient is now on the disease fund wait list and you will receive an email going over any next steps and what to do once the wait list opens.

Option 2

Steps in the portal

1. Go to the [PAN portal](#) and log in to your existing account.
2. Once logged in, go to the “Wait list” tab. Then, you can scroll through the list or use the search function to find a specific disease fund.
3. When you find the disease fund you’re interested in, select the drop-down arrow next to “Action,” then click on “Add Patient to the DFWL.”
4. Choose whether you’re adding one of your existing patients linked to your portal account or a new patient to the wait list and select “Next.”
 - If you select “New patient,” it will take you will need to follow the steps outlined above in [option 1](#).
 - If you select “Existing patient,” you’ll want to search for and select the appropriate patient’s name and select “Next.”
5. Confirm you’d like to add this patient to the wait list by selecting “Yes.”
6. Then confirm the patient information is still accurate and select “Add to wait list.”
7. Your patient is now on the disease fund wait list and you will receive an email going over any next steps and what to do once the wait list opens.