

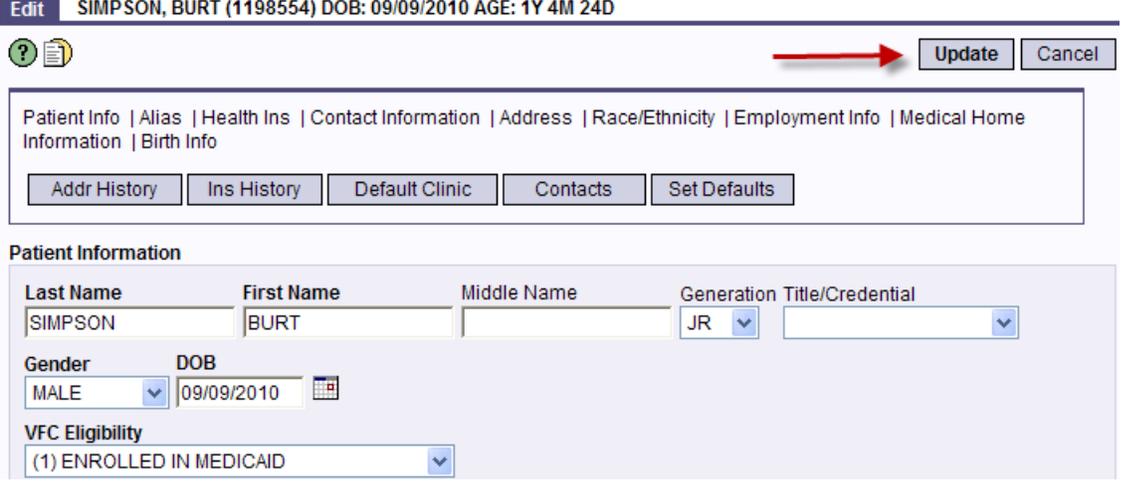


Update Patient Demographics

When to use:

- ◆ Change in health coverage.
- ◆ Patient name is misspelled or has legally changed.
- ◆ Change in patient address, phone number etc.

Who should use: Users who enter patient demographics and/or immunization data.

STEPS	ILLUSTRATIONS														
<p>Step 1: Search for the patient.</p>	<p>See Search Patients Job Aid.</p>														
<p>Step 2: Double click on correct patient from search results list <i>OR</i> Select correct patient + Click DEMOGRAPHICS</p> <p><i>Patient Demographics appears.</i></p>	 <p>Search Results - 1 record(s)</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Phone</th> <th>Insurance</th> <th>VFC</th> <th>Gender</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>1198554</td> <td>SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233</td> <td>Jr</td> <td>CAID: 888888888</td> <td>1</td> <td>M</td> <td>09/09/2010</td> </tr> </tbody> </table> <p>Buttons: Demographics, Local IDs, Programs, Precautions/Contraindications, Notes, Events, Consent, Immunizations</p>	ID	Name	Phone	Insurance	VFC	Gender	DOB	1198554	SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233	Jr	CAID: 888888888	1	M	09/09/2010
ID	Name	Phone	Insurance	VFC	Gender	DOB									
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<p>Step 3: Update any fields that have changed and click UPDATE.</p> <p>NOTES: VFC ELIGIBILITY is an important field to update. Affects the <i>Immunizations</i> page. Changes will not be saved if you do not click UPDATE.</p>	 <p>Edit SIMPSON, BURT (1198554) DOB: 09/09/2010 AGE: 1Y 4M 24D</p> <p>Buttons: Update, Cancel</p> <p>Navigation: Patient Info Alias Health Ins Contact Information Address Race/Ethnicity Employment Info Medical Home Information Birth Info</p> <p>Buttons: Addr History, Ins History, Default Clinic, Contacts, Set Defaults</p> <p>Patient Information</p> <p>Last Name: SIMPSON, First Name: BURT, Middle Name: , Generation Title/Credential: JR</p> <p>Gender: MALE, DOB: 09/09/2010</p> <p>VFC Eligibility: (1) ENROLLED IN MEDICAID</p>														



Update Patient Demographics

IF:	THEN:
Person legally changed their name.	First collect legal documentation and then change their demographics page.
Person changed their name but can't provide legal documentation.	Continue to add to patient record until parent can provide legal documentation.

<THE END>