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PMI and NHI User Guide NZ
Software Release V10

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1 Introduction

The Patient Master Index (PMI) is the core module of the suite of webPAS modules and is the central repository of personal details of all past, current and prospective patients.

All other webPAS modules draw essential information about patients from the PMI, for example, Name, Date of Birth, Allergies etc. For the purposes of completeness and clarity, the contents of this manual may extend into areas outside the PMI.

1.1 How This Guide is Organised

This guide describes how to use enter patient information into the PMI, and is intended for use by clerical and administrative staff.

The facilities of the PMI and associated modules are divided into the following main areas:

1.1.1 Searches / Enquiries

The PMI is equipped with useful facilities for making enquiries on patient data during day-to-day operations. It enables you to search for a patient according to selection criteria, and display details associated with a particular patient. Having selected a patient, you can perform various patient-specific tasks, such as viewing visits and admissions associated with a patient.

1.1.2 Registration

Registering the patient saves their details on the National Health Index (NHI), so that the information can be recalled on a subsequent visit or enquiry. Patients must be registered on the NHI.

1.1.3 Patient Alerts / Medical Warnings

Alerts are used to flag potential dangers to a patient, such as a food allergy. An Alert icon  in the Patient Header indicates presence of one or more alerts.

1.2 Related Documentation

This user guide should be read in conjunction with the webPAS Standard Conventions User Guide.

The webPAS PMI and NHI Configuration Guide details the set-up required for system parameters and Categories and Codes.

2 Searching for a Patient

Patient Searches can be done on the Local Hospital database and on the National Health Index (NHI).

The NHI Search has more rules around the information that needs to be entered, e.g. Surname, Given Name, Sex, Date of Birth or Age are all mandatory when completing a search.

A Local Hospital Search requires very little details, but the less that is entered the more records are returned. If too many records are returned it is advisable to refine the Search criteria and perform the search again.

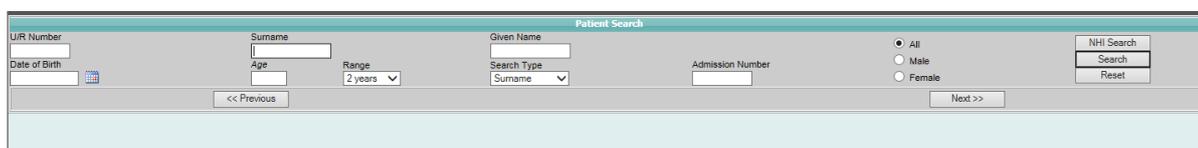
2.1 Patient Search on the Local Hospital Database

2.1.1 Surname Search

To perform a search of the local hospital database:

1. Select **Local Search** or **PMI Search** from the appropriate hospital level drop down menu.

The Patient Search screen will display.



2. Select a **Search Type**.

Available search types are described further in the section titled [Other Search Types](#) on page 9.

The Surname Search Type is used in this example, which searches for partial matches on the basis of surname.

3. Type four or five letters of the Surname.
4. Tab to the Given Name field.
5. Type the first letter of the given name (this will narrow the list of matching records, but is optional).
6. Click **Search**.

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Matching entries will display, in alphabetical order by Surname, then by Given Name and finally by second given name.

Patient Search				
U/R Number	Surname	Given Name	Date of Birth (Age)	Status
	JONES	M	01 Jan 1963 (52y) Female	Created by: Hutt Valle
	JONES		24 Dec 1969 (45y) Female	Created by: Hutt Valle
	JONES		11 Mar 1972 (42y) Female	Created by: Hutt Valle
	JONES		09 Oct 1983 (31y) Female	Created by: Hutt Valle
	JONES		01 Jan 1992 (23y) Female	Created by: Hutt Valle
	JONES		23 Jan 1998 (17y) Male	Emergency Visit - 24 Dec 2007 at Wellington Hospital
	JONES		13 Aug 2003 (11y) Female	Created by: Wellington
	JONES		06 Dec 1956 (58y) Male	Created by: Hutt Valle

Only a limited number of entries are displayed at a time.

For further details about matching entries, refer to the section titled [Patient Search Results](#) on page 14.

- Click **Next** to display the next screen of matching records (if there are more entries to view).
- Click **Previous** to return to the previous screen of entries.

The End of Search text will display when there are no further entries.

- If the Surname is a common name, you may need to enter more letters into the Surname field.
- If the search is unsuccessful, check for variations on given names, for example, if searching for Tony check for Anthony, if searching for Bill check for William, and so on.

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Note: The webPAS system can automatically swap Surname and Given Name in the search displaying matches as entered, and with the Surname and Given name reversed. This facility is enabled or disabled by modifying system parameters.

Patient Search				
U/R Number	Surname	Given Name	Admission Number	Status
	JONES	ADAM		
Date of Birth	Age	Search Type		
	2 years	Sound-Ex		
<input type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female				
<input type="button" value="NHI Search"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>				
Patient	U/R	Date of Birth (Age)	Status	
 JONES Adam (Alias) JONES Mr Adam Ian Felix 31 Bray Road Glen Innes Auckland 1072, New Zealand 0448	AAA4964	06 May 1965 (49y) Male	Outpatient Visit - 15 Jan 2014 at Wellington Hospital Medical Clinic Wanganui Created by: Hutt Valle	
 ADAM Mr Jones 602 Ferguson Drive Upper Hutt 5019 2012	HB58398	12 Aug 1971 (43y) Male	Created by: Wellington	
 JONES Mr Adam 1729 Balkton Road Grey Lynn Auckland 1002 0422	FGT8402	13 Jan 1964 (48y) Male	Deceased 04 Dec 2012 Created by: Wellington	
 JONES Mr Adam Ian Felix 3 Beach Road Waikanae 6454 1066	AAA4620	06 May 1965 (49y) Male	Created by: Hutt Valle	
End of Search				

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2.2 Other Search Types

This section lists the other search types available within the PMI Search function.

2.2.1 Sound-Ex Search

The Sound-Ex search enables you to search for patients based on how a name sounds when spoken, rather than on how it is spelled. This is useful for names that can be spelled in a variety of ways.

Note: The Soundex Search is not 'sounds like' because the names must start with the same initial letter.

1. Type the full surname in the Surname field and the initial of the Given Name.
2. Select Sound-Ex in the Search Type drop down list.
3. Click Search.

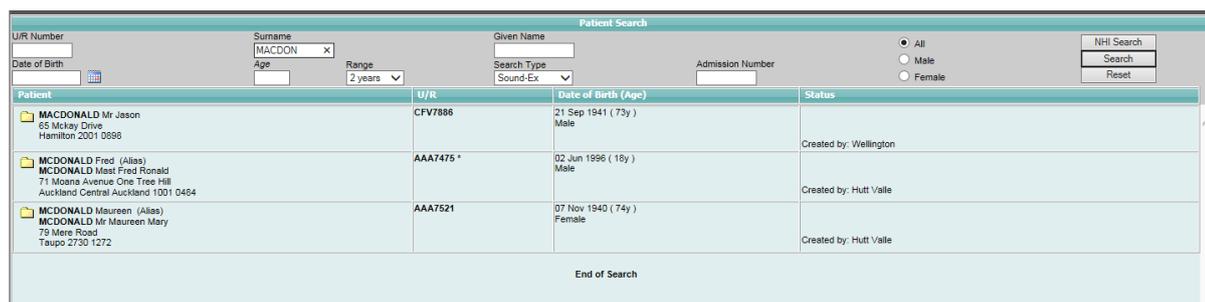
Matching entries will display.

Entries are listed in alphabetical order by Surname, then by Given Name and finally by second given name.

For further details about matching entries, refer to the section titled [Patient Search Results](#) on page 14.

Sound-Ex searches are especially useful for:

- Names with apostrophes (for example, O'Donnell)
- Names prefixed by Mc or Mac (for example, McDonald or MacDonald)



Patient	U/R	Date of Birth (Age)	Status
<input type="checkbox"/> MACDONALD Mr Jason 65 Mckay Drive Hamilton 2001 0898	CFV7886	21 Sep 1941 (73y) Male	Created by: Wellington
<input type="checkbox"/> MCDONALD Fred (Alias) MCDONALD Miss Fred Ronald 71 Moana Avenue One Tree Hill Auckland Central Auckland 1001 0494	AAA7475 *	02 Jun 1996 (18y) Male	Created by: Hutt Valle
<input type="checkbox"/> MCDONALD Maureen (Alias) MCDONALD Mr Maureen Mary 79 Mere Road Taupo 2730 1272	AAA7521	07 Nov 1940 (74y) Female	Created by: Hutt Valle

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2.2.2 U/R Number Search

1. Select U/R Number in the Search Type field.

The U/R Number field is selected.

2. Enter the U/R number.

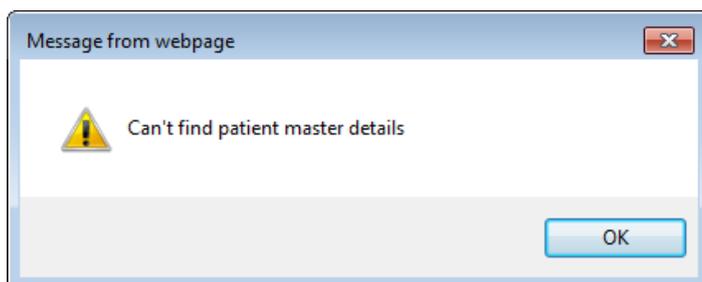
3. Click Search.

The patient will be automatically selected and the demographic details will display.

Note: When the U/R Number search type is selected the Surname, Given Name, Date of Birth, Age and Range fields are greyed out so they cannot be used.



If a U/R Number that does not exist in the Local Database is entered an Error message will display advising the PMI details cannot be located.



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2.2.3 Date of Birth Search

1. Select Date of Birth in the Search Type field.

The Date of Birth field is selected.

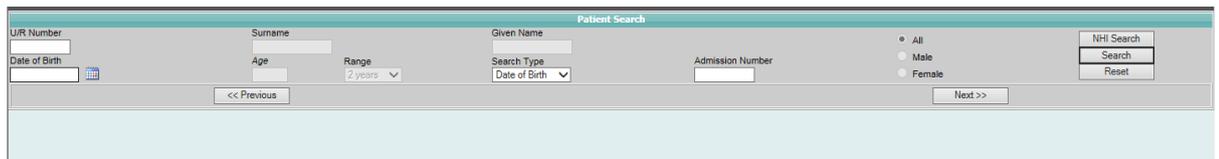
2. Enter the date of birth.
3. Click Search.

Matching entries will display.

Entries are listed in alphabetical order by Surname, then by Given Name and finally by second given name.

For further details about matching entries, refer to the section titled [Patient Search Results](#) on page 14.

Note: When the date of Birth search type is selected the Surname, Given Name, Age and Range fields are greyed out so they cannot be used.



The screenshot shows the 'Patient Search' interface. The 'Date of Birth' field is selected in the 'Search Type' dropdown menu. The 'Surname', 'Given Name', 'Age', and 'Range' fields are greyed out, indicating they are not available for use when this search type is selected. The 'Search' button is visible, along with 'NHI Search', 'Search', and 'Reset' buttons. The 'Range' field shows '2 years'.

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2.2.4 Admission Number Search

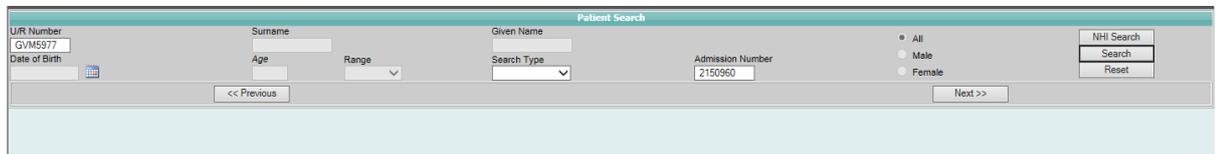
1. Select Admission Number in the Search Type field.

The Admission Number field is selected.

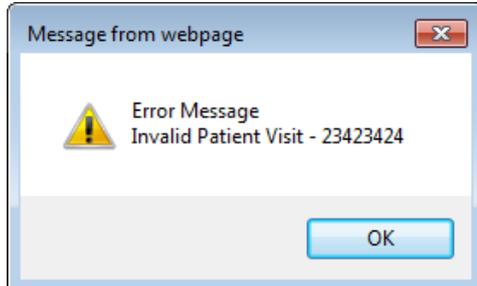
2. Enter the Admission Number.
3. Press Tab.
4. Click Search.

The patient's demographic details will display with the Admission Number in context.

Note: The system will automatically adjust the search method to search for a U/R Number if you specify an Admission Number.



If an Admission Number that does not exist in the Local Database is entered an Error message will display advising the Admission Number is Invalid.



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2.3 Patient Search Results on the Local Hospital Database

Patient Search				
U/R Number	Surname JONES	Given Name MA	Admission Number	<input type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female
Date of Birth	Age 2 years	Search Type Surname		<input type="button" value="NHI Search"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Patient	U/R	Date of Birth (Age)	Status	
JONES Marie (Alias) JONES Miss Marie Jane Susan 2 High St Lower Hutt Wellington 6009 2026 Hutt Valley DHB	GXG3136	10 Oct 1970 (44y) Female	Created by: Wellington	
JONES Mark 35 Greens Road Christchurch 8001, New Zealand 2613 Canterbury DHB	GVR1957	15 May 1960 (54y) Male	Created by: Hutt Valle	
JONES Mr Mark P.O. Box 1100 Rotorua 3215 1248 Lakes DHB	AAH5527	22 Oct 1969 (45y) Male	Created by: Wellington	
JONES Mark (Alias) JONES Mark Green 85 Carrington Avenue Hamilton 2001 0896 Waikato DHB	GVM6367	23 Jun 1997 (17y) Male	Created by: Hutt Valle	
JONES Ms Mary 23 Kingston Crescent Rotorua 3010 1248 Lakes DHB	GVM5977 *	14 Jun 1951 (63y) Female	Pre-admission for 20 Mar 2015 at Wellington Hospital Created by: Wellington	
JONES Mrs Mary 16 Maybury St Point England Auckland 1006, New Zealand 0450 Auckland DHB	GXD0393	24 Dec 1969 (45y) Female	Created by: Hutt Valle	
JONES Mary 3 Teater St Lower Hutt 2020	ZZZ8467	01 Jan 1992 (5y) Female	Deceased 06 May 2001 Created by: Hutt Valle	
JONES Mary (Alias) JONES Mr Mary Baby 3 Naera Place Rotorua 3201 1245 Lakes DHB	GVR1477	23 Jan 1998 (17y) Male	Emergency Visit - 24 Dec 2007 at Wellington Hospital Created by: Wellington	

- For a **Surname** search, matching entries are displayed in order of Surname, then first given name and then age (oldest to youngest).
- Deceased status and date are displayed in the **Status** column.
- If an alias is associated with the name, the alias icon appears beside it; clicking this icon enables you to view the alias.
- Aliases that match your search criteria are displayed with the word **Alias** in brackets.
- Each matching entry has an associated Patient Folder. The colour of the icon indicates the patient's status. Icons and colours are determined site in configuration. Some example defaults are shown below.

Colour	Description
	Standard colour for a patient folder.
	Patient is an ACC patient.
	Patient is a Non-resident.

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2.3.1 Selecting a Patient

Once you have searched for a patient, matching records will display in the Patient Search screen.

Patient Search				
U/R Number	Surname	Given Name	Admission Number	
	JONES	MA		<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female
Date of Birth	Age	Search Type		<input type="button" value="NHI Search"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
	Range	Surname		
	2 years			
Patient	U/R	Date of Birth (Age)	Status	
 JONES Marie (Alias) JONES Miss Marie Jane Susan 2 High St Lower Hutt Wellington 6009 2026 Hutt Valley DHB	GXG3135	10 Oct 1970 (44y) Female	Created by: Wellington	
 JONES Mark 35 Greens Road Christchurch 8001, New Zealand 2613 Canterbury DHB	GVR1957	15 May 1960 (54y) Male	Created by: Hutt Valle	
 JONES Mr Mark P.O. Box 1100 Rotorua 3015 1248 Lakes DHB	AAH5527	22 Oct 1969 (45y) Male	Created by: Wellington	
 JONES Mark (Alias) JONES Mark Green 89 Carrington Avenue Hamilton 2001 0896 Waikato DHB	GVM6387	23 Jun 1997 (17y) Male	Created by: Hutt Valle	
 JONES Ms Mary 23 Kingston Crescent Rotorua 3010 1246 Lakes DHB	GVM5977 *	14 Jun 1951 (63y) Female	Pre-admission for 20 Mar 2015 at Wellington Hospital	
 JONES Mrs Mary 16 Maybury St Point England Auckland 1006, New Zealand 0450 Auckland DHB	GXD0393	24 Dec 1969 (45y) Female	Created by: Wellington	
 JONES Mary 3 Teatler St Lower Hutt 2020	ZZZ8467	01 Jan 1992 (9y) Female	Deceased 06 May 2001	
 JONES Mary (Alias) JONES Mr Mary Baby 3 Naera Place Rotorua 3001 1245 Lakes DHB	GVR1477	23 Jan 1968 (17y) Male	Emergency Visit - 24 Dec 2007 at Wellington Hospital	
			Created by: Wellington	

1. Click the patient folder icon beside the required patient.

The Patient Demographics screen will display.

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2.4 Patient Search on the NHI

2.4.1 Best Practice – NHI searching for Identity

The following comes from a document from the MOH explaining the best practice for performing searches on the NHI.

The following describes best practice for recording searching for individual identity on the NHI

The NHI has 2 different search methods – a simple wildcard search and the SSA-NAME3 search engine.

If you choose any search type (from your drop-down search type box) that is not Wildcard your search will be handled by the SSA-Name3 search engine

SSA-NAME3 is customised to take account of the variety of names in the NZ population. For example, Maori/English and Pacific Island/English equivalents have been added to its “population” reference file which also contains nicknames (Robert, Bob, Rob) and other name variations (Catherine, Katherine, Kathryn, Kathy).

SSA-NAME3 works by generating “match keys” from the name information you give it and multiple match keys are generated for every name. Part of this process involves “standardising” names (double consonants are removed, numeric values are assigned to all consonants and all vowels are treated as “a”) and catering for name variations. When SSA-NAME3 was first installed, all the names in the NHI database were run through the engine and an index table was created of all the match keys generated. This index table is updated every time a name is added or deleted in the NHI. There are approximately 70 million match keys in the table.

When you search using SSA-NAME3 the match keys generated from your information are compared with the match keys in the NHI’s index table and records matching those keys are extracted from the database. These records are then filtered by applying the date of birth (or age) and gender information also supplied in the search. The filtered records are then scored or ranked in comparison with the original search details, and the results are presented to the user with the highest scoring records at the top of the list. Only records which gain a score of 90 or more (in comparison to the original details) will be returned to the user.

If the results do not contain the record you are looking for at the top of the list, it is important to keep looking. Because of the way match keys are generated, unlikely looking matches which generate the same key values may be returned (you may also see this when using a Sound-Ex search in your local database)

SSA-NAME3 can also return many more results than required, and there is a current system limitation of 150 results returned per search. If you have a common name and a wide age range this may mean that the record you are looking for may miss the 150 record threshold. Before attempting to register you should search again using more information (second or third given name, exact date of birth, specific gender).

If you don’t give SSA-NAME3 a full name, or just a surname and first name initial, it may not be able to generate enough match keys to find the person, as NHI records are not normally created with partial names.

In addition, because consonants are primarily used to generate the match keys, if a name has been misspelled and a consonant left out or added erroneously, the match

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keys generated from the search name may not match the ones generated for the misspelled name and vice versa.

If you are unsure of the correct spelling of the name, or you have failed to find the person using a SSA-NAME3 search, then use the Wildcard option

You **MUST** select the wildcard option from your drop-down search type box before doing a wildcard search on the NHI.

The NHI requires a minimum of 2 characters of the surname and at least the first given name initial for a wildcard search.

A wildcard search will return the all names starting with the characters provided. There is no point supplying a complete surname in a wildcard search unless you think the name may be the first part of hyphenated name.

You can restrict the results returned by supplying more characters in the given name fields, but remember that you will only get back names beginning with exactly those characters.

Wildcard searches can also be used with a date of birth or an age range

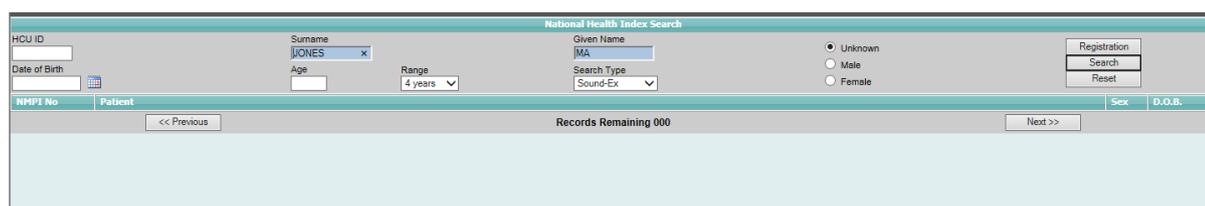
2.4.2 National Searches

If a patient cannot be found by performing a local search, the next step is to search the National database.

To perform a **National search**:

1. If a Search has already been performed on the Local Hospital Database and the patient not found, click the **NHI Search** button.

The details entered in the Local Hospital Search will default onto the NHI Search screen.



2. Alternatively, select **National Search** from the appropriate hospital level drop down menu.
3. Complete the remaining **Search criteria**.

Note: Surname, Given Name and Sex are all mandatory fields. Date of Birth or Age and Range are also required. See above for recommendations on performing NHI Searches.

4. Select a **Search Type**.
5. **Note:** A Search Type of Strict Surname will perform a NHI Wildcard Search. The remaining Search Types will perform a NHI SSA-NAME3 Search.

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6. Click **Search**.

The matching entries are displayed.

National Health Index Search

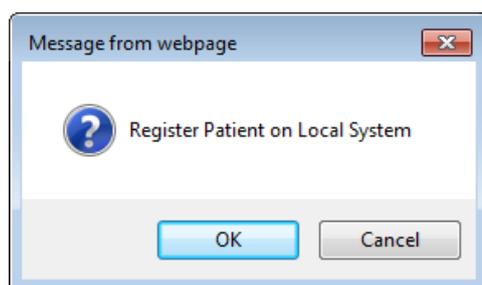
HCU ID: Surname: Given Name: Unknown Male Female

Date of Birth: Age: Range: Search Type:

NMPI No	Subject	Sex	D.O.B.
AAA6797	JONES, MARY, JANE, 76 133 MOLESWORTH ST TAURANGA 3001 1302	Female	01 Apr 1950
HAS1933	JONES, MARY, JO, 76 23 PUKEROA ST ROTORUA 3010 1248	Female	06 Apr 1953
GVJ7736	JONES, MARY, JANE, 76 11 CLAPHAM PLACE MT MAUNGANUI 3002 1093	Female	01 Jan 1953
GXL2327	JONES, MARY, 76 20 COLOMBO ST TAURANGA 3001 1302	Female	01 Feb 1953
GVW8173	JONES, MARY, 76 25 CAMERON ROAD HAMILTON 2001 0855	Female	01 May 1950
FSY1745	JONES, MARY, BETH, 76 45 PLUM ROAD TAURANGA 3001 1302	Female	15 Jun 1952
GVL4665	JONES, MARY, (TEST), 76 4 QUAY ROAD TAURANGA 3001 1302	Female	23 Mar 1952
HAN8642	JONES, MARY, 76 11 KAHURANGI DRIVE ROTORUA 3010 1308	Female	06 Apr 1952
GVH8249	JONES, MARY, 76 45 ALAMEN CRESCENT NAPIER 4001 1466	Female	27 Mar 1952
GVMS877	JONES, MARY, 76 23 KINGSTON CRESCENT ROTORUA 3010 1248	Female	14 Jun 1951
GXC0690	JONES, MARY, 76 3 Bond Street Hamilton East Hamilton 3216 NEW ZEALAND 0891	Female	01 Jan 1952
AAF3485	CARROLL-JONES, MARY, THERESA, 74 31 RUSSELL CRESCENT ROTORUA 3201 1234	Female	16 Jan 1952
AAH5497	JONES, KAREN, MARIE, 58 91 RAVOLF ST ROTORUA 3201 1249	Female	25 Dec 1951
GXT1442	JONES, MAY, 57 22 WEST ST TORBAY AUCKLAND 1310 0209	Female	22 Apr 1954
GXB6302	JONES, PAMELA, MAY JOY, 57 2 FRANGLEY AVENUE MANGERE AUCKLAND 1701 NEW ZEALAND 0675	Female	23 Mar 1952

<< Previous Records Remaining 000 Next >>

7. **Select** the patient required to Register them on the Local Hospital Database. Once the patient is selected the following message will display.



8. If the patient is not found on the NHI **Register** the patient on the NHI.

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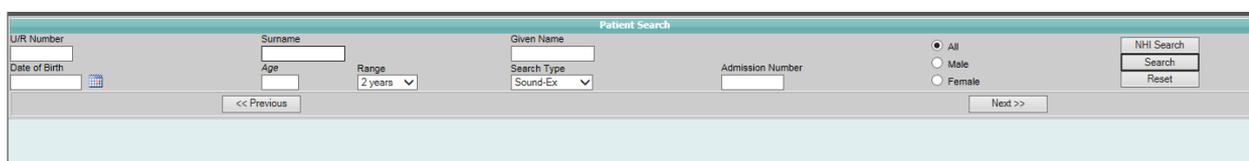
3 Registration

Registration involves identifying a patient by their unique National Health Index (NHI) number.

Registration also involves allocating a new NHI number if this is the patient's first visit to any Hospital in New Zealand. The NHI number links the patient's current and future visits together, enabling staff to view the patient's medical history over a series of events.

3.1 Existing Patients

1. Select **Patient Search** from the appropriate hospital level drop down menu.
2. Enter the search criteria.



3. Click **Search** or press Enter.
4. If the patient does not appear on the Local Hospital Database perform a **National Search**.



Refer to [Searching for a Patient](#) if required.

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If a patient record (with an NHI number) is returned that matches the search criteria, then the patient does not need to be registered.

Patient Search				
U/R Number	Surname	Given Name	Admission Number	
	JONES	MARY		<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female
Date of Birth	Age	Search Type		<input type="button" value="NHI Search"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
	Range	Surname		
	2 years			
Patient	U/R	Date of Birth (Age)	Status	
 JONES Ms Mary 23 Kingston Crescent Rotorua 3010 1248 Lakes DHB	GVM5977 *	14 Jun 1951 (63y) Female	Pre-admission for 20 Mar 2015 at Wellington Hospital Created by: Wellington	
 JONES Mrs Mary 16 Maybury St Point England Auckland 1006, New Zealand 0450 Auckland DHB	GXD0393	24 Dec 1969 (45y) Female	Created by: Hutt Valle	
 JONES Mary 3 Teater St Lower Hutt 2020	ZZZ8467	01 Jan 1992 (9y) Female	Deceased 06 May 2001 Created by: Hutt Valle	
 JONES Mary (Alias) JONES Mr Mary Baby 3 Naera Place Rotorua 3201 1245 Lakes DHB	GVR1477	23 Jan 1998 (17y) Male	Emergency Visit - 24 Dec 2007 at Wellington Hospital Created by: Wellington	
 JONES Mary 54 Alamin Crescent Napier 4001 1459	GXZ2760 *	13 Aug 2003 (11y) Female	Created by: Hutt Valle	
End of Search				

Note: It is advisable to confirm the registration details with the patient.

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3.2 New Patients

3.2.1 Registering a new NHI Number

If the **National Search** does not return a match based on the search criteria entered, a new NHI number will need to be allocated.

1. Navigate to the **National Search** screen.



2. Enter the search criteria
3. Click **Search** or press Enter.

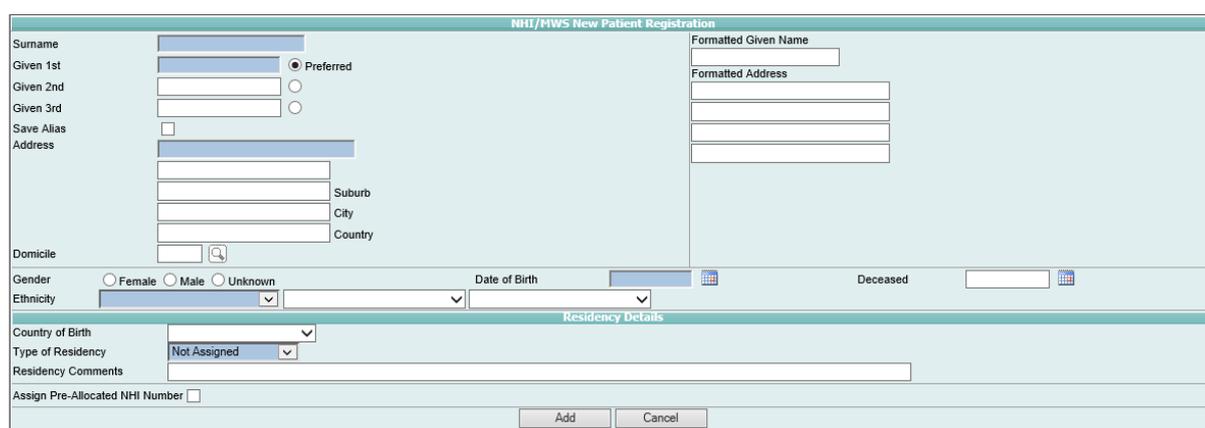
The NHI Search screen will display with the patients returned from the NHI.



4. If the patient is not found, click **Registration**.

The NHI/MWS New Patient Registration template will display.

The Surname and Given Name entered in the Patient Search screen will auto-populate the corresponding fields on the New Patient Registration template.

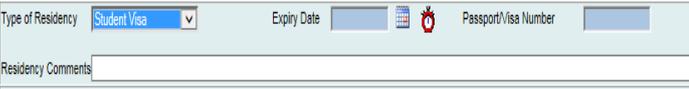
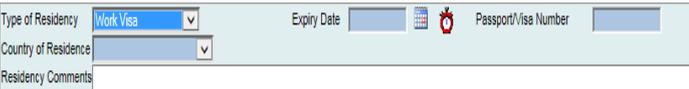


5. Complete the fields.

Note: Blue fields are mandatory and this information must be recorded.

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Field	Description and Use
Surname	Enter the patients Surname
Given 1 st	Enter the patients 1 st Given Name
Given 2 nd	Enter the patients 2 nd Given Name
Given 3 rd	Enter the patients 3 rd Given Name
Preferred	Select the Preferred Given Name
Save Alias	Tick this field to save the patient name as an Alias
Address	Enter the patient address using the 5 lines provided. Suburb should be entered in line 3, City in line 4 and Country in line 5. A Post Code will automatically be allocated to the patient address.
Domicile	A Domicile Code will be allocated to the address by the NHI.
Gender	Select the patient Gender.
Date of Birth	Enter the patient Date of Birth
Ethnicity	Enter up to 3 Ethnicity codes for the patient. Select the codes from the drop down list.
Type of Residency	<p>Enter the patient Resident Status. Select a code from the drop down list.</p> <p>If a Resident of NZ code is selected no more details are required.</p> <p>If a Non-resident code is selected the webPAS system can be configured to require Country of Residence to be captured.</p>  <p>If a Non-resident code is selected where the patient is in NZ on a Visa the webPAS system can be configured to require the Expiry Date and Visa Number to be captured.</p>  <p>Alternately, if a Non-resident code is selected where the patient is in NZ on a Visa the webPAS system can be configured to require the Expiry Date, Visa Number and Country of Residence to be captured.</p> 
Residency Comments	Enter any free text comments relevant to the patients Residency Status.

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6. Click **Add**.

Details are saved on the NHI and the Patient Demographic Details template will display.



APPLE Ms Annie Jane ⚠ ♥ 👤 🔒

Date of Birth 03 Apr 1980 (Age 36 yrs) Sex Female Claim Code ACC Location Discharged NHI No **GZM8818**
Visit No **2152301**

Maternity Details **Demographic Details**

Title Ms Address 518 OMANAWA ROAD Mailing / Postal Address 518 OMANAWA ROAD
Surname APPLE R D 1
Given Names ANNIE JANE
Sex Female Domicile TAURANGA 3171, NEW ZEALAND
Date of Birth 03 Apr 1980 Bay of Plenty DHB TAURANGA 3171, NEW ZEALAND
Private Phone Business Phone Mobile Phone
E-Mail Demographics Confirmed Date

PMI Details

Previous Name Marital Status Occupation
Ethnicity 1 NZ Maori Iwi 1 Ngai Tahu Religion
Ethnicity 2 Cook Island Maori Iwi 2
Ethnicity 3 Iwi 3 Interpreter Required Not Stated
Local GP Visiting Options
Practice Folder Selection ACC Patient Pref Language 1
GP Other BMI Smoker No
Weight Height BMI Date/Time

Residency Details

Country of Birth
Type of Residency Resident
Residency Comments

Death Details

Date of Death Unknown Date of Death Death Notification Relatives Contacted

UK Comments

Update Alias Links **Emerge Contact** **Prev Address** BMI **Prev GP** Cancel

Note: The Patient Header will now display, including the NHI Number, as the patient has been registered.

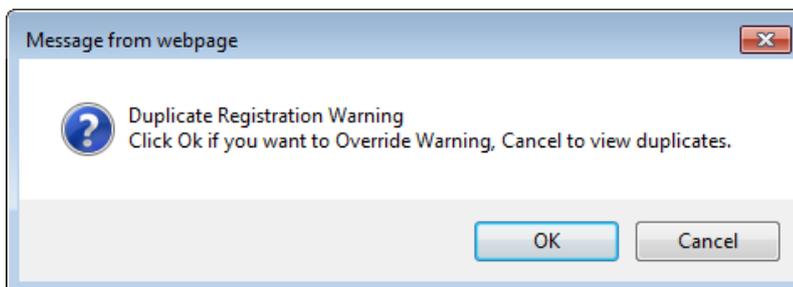
7. Complete the remaining demographic information such as Email, Phone Numbers, GP and Practice.
8. Once the demographic information is confirmed enter the Demographics Confirmed Date.
9. Click **Update**.

The Patient Demographics template will display in a read-only format.

Patient Demographics				1st Contact	
Surname	APPLE	Title	Ms	Name	Relation
Given Names	ANNIE JANE	Previous Name		Address	Home Ph.
Address	518 OMANAWA ROAD R D 1	Home Phone			Business Ph.
	TAURANGA 3171, NEW ZEALAND (1088)	Business Phone			Mobile Ph.
	Bay of Plenty DHB	Mobile Phone			
		E-Mail			
GP Other		Religion			
Usual GP		Occupation			
Practice		Smoker	No		
		Visiting Options	No ()		
		Deceased			
Country of Birth					
Ethnicity 1	NZ Maori	Iwi 1	NTH-Ngai Tahu		
Ethnicity 2	Cook Island Maori	Iwi 2	-		
Ethnicity 3		Iwi 3	-		
Demographics Confirmed					
Residency Comments					
UR Comments				Patient Postal Address	
				Postal Address	518 OMANAWA ROAD R D 1 TAURANGA 3171, NEW ZEALAND 1088
				Person To Contact In Emergencies	
				Name	Relation
				Address	Home Phone Business Phone
Admission Details for at					
Admission No	2152301	Bed		Discharge Date	at
Ward		Discharge Status		Referring Doctor	
Admission Date	at	Referral Source		Admission DRG	
Patient Type	-	Discharge DRG		Reason For Admission	
Attending Doctor		Gestation			
Case Team					
Health Speciality	-				
Admission Type	-				
Readmission Ind	-				
Diet					
Admission Weight	gram(s)				
Comments					

3.2.2 Duplicate NHI Number warning on Registration

During the NHI Registration process if the patient being registered is similar in details to an existing patient on the NHI a warning is displayed.



1. Click **OK** to override the warning and continue with the Registration.
2. Click **Cancel** to cancel the Registration and return to do a NHI Search.

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3.3 Additional Registration Information

Apart from NHI and basic patient information, users can enter extra registration information, including

- Patient Aliases
- Emergency Contacts
- Extra Contacts
- Patient Photograph
- BMI Details

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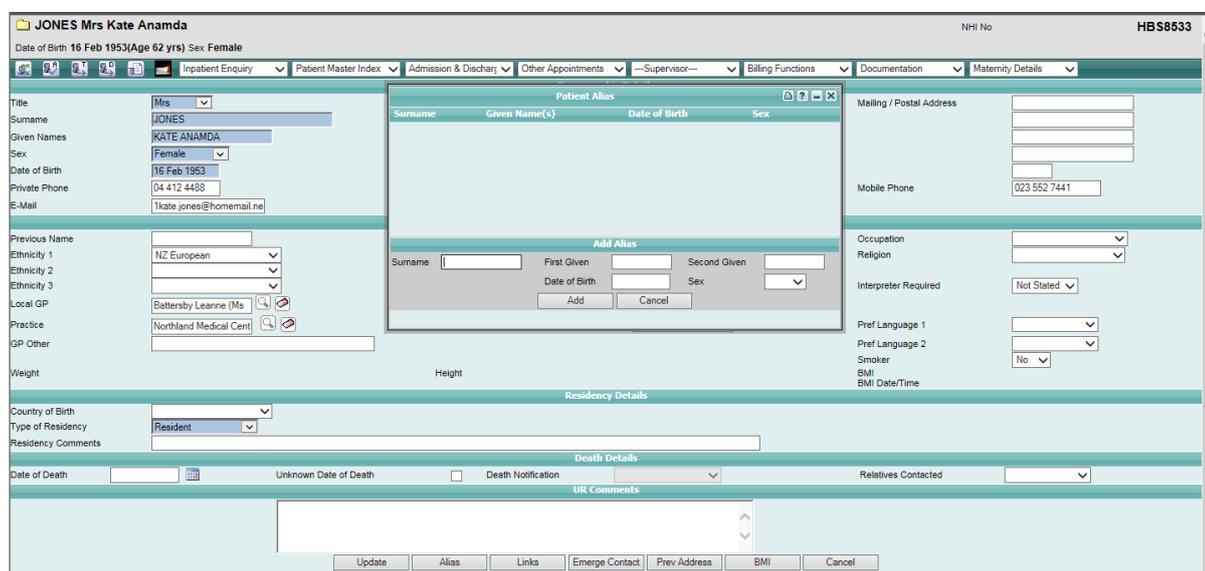
3.3.1 Patient Aliases

If a patient has one or more aliases recorded, the Alias icon  will display in the Patient Demographics template.

3.3.1.1 Adding an Alias on the Local Hospital database

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.
3. Click **Alias**.

The Patient Alias template will display.



4. Complete the fields.

Note: Entering another **Surname**, **Given name**, **Date of Birth** or **Sex** on this screen, creates an alias, but does not replace the patient's registration details. As these details merely relate to an alias, these do not need to be verified by official documents, and even the **Sex** can be different to the actual sex of the patient.

5. Click **Add**.

The new alias record will display in the Patient Alias list.

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APPLE Ms Annie Jane

Date of Birth 03 Apr 1980 (Age 36 yrs) Sex Female Claim Code ACC Location Discharged NHI No GZM8818
Visit No 2152301

Maternity Details

Patient Alias

Surname	Given Name(s)	Date of Birth	Sex
APPLE	JANE	03/04/1980	Female

Add Alias

Surname: First Given: Second Given:
Date of Birth: Sex:

Additional aliases can be recorded as required.

The Patient Demographic template will display the Alias icon.

APPLE Ms Annie Jane

Date of Birth 03 Apr 1980 (Age 36 yrs) Sex Female Claim Code ACC Location Discharged NHI No GZM8818
Visit No 2152301

Maternity Details

Patient Demographics

Surname	APPLE	Title	Ms
Given Names	ANNIE JANE	Previous Name	
Address	518 OMANAWA ROAD R D 1 TAURANGA 3171, NEW ZEALAND (1088) Bay of Plenty DHB	Home Phone	
		Business Phone	
		Mobile Phone	
GP Other		Religion	
Usual GP		Occupation	
Practice		Smoker	No
		Visiting Options	No ()
		Deceased	
Country of Birth		lwi 1	NTH-Ngai Tahu
Ethnicity 1	NZ Maori	lwi 2	-
Ethnicity 2	Cook Island Maori	lwi 3	-
Ethnicity 3			
Demographics Confirmed			
Residency Comments			

1st Contact

Name	Relation
Address	Home Ph.
	Business Ph.
	Mobile Ph.

2nd Contact

Name	Relation
Address	Home Ph.
	Business Ph.
	Mobile Ph.

3rd Contact

Name	Relation
Address	Home Ph.
	Business Ph.
	Mobile Ph.

Patient Postal Address

Postal Address 518 OMANAWA ROAD
R D 1

TAURANGA 3171, NEW ZEALAND
1088

Person To Contact In Emergencies

Name	Relation
Address	Home Phone
	Business Phone
	Phone

Admission Details for at

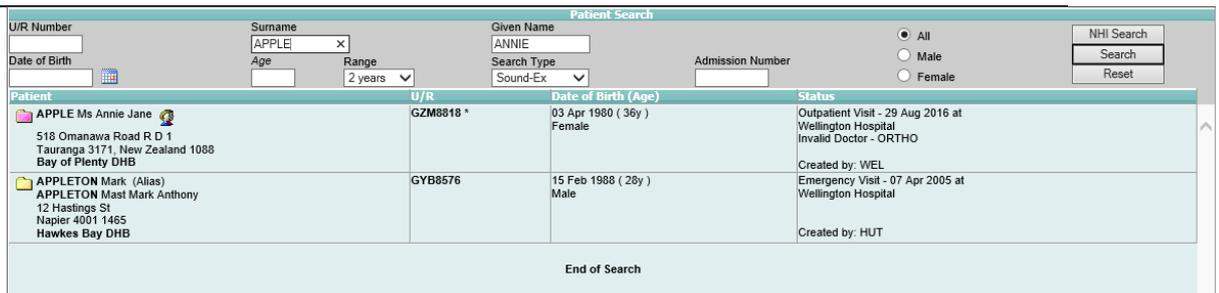
Admission No	2152301	Bed	
Ward		Discharge Date	
Admission Date	at	Discharge Status	at
Patient Type		Referring Doctor	
Attending Doctor		Referral Source	
Case Team			

UR Comments

The Patient Search template will also display the Alias icon.

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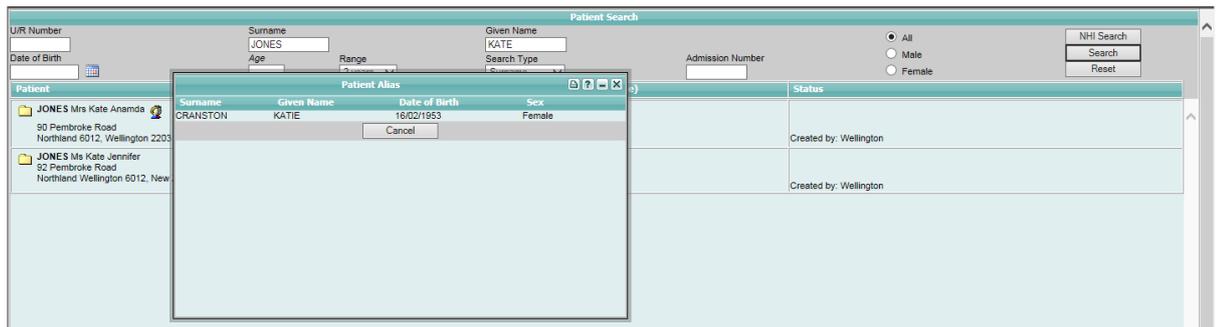
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Patient	U/R	Date of Birth (Age)	Status
APPLE Ms Annie Jane 518 Omanawa Road R D 1 Tauranga 3171, New Zealand 1088 Bay of Plenty DHB	GZM8818 *	03 Apr 1980 (36y) Female	Outpatient Visit - 29 Aug 2016 at Wellington Hospital Invalid Doctor - ORTHO Created by: WEL
APPLETON Mast Mark Anthony 12 Hastings St Napier 4001 1465 Hawkes Bay DHB	GYB8576	15 Feb 1988 (28y) Male	Emergency Visit - 07 Apr 2005 at Wellington Hospital Created by: HUT

End of Search

6. Click the Alias icon to display the read-only Patient Alias list.



Surname	Given Name	Date of Birth	Sex
CRANSTON	KATIE	16/02/1953	Female

3.3.1.2 Adding an Alias on the NHI

1. Locate the required patient.
2. Select **Update NHI Aliases** from the appropriate patient level drop down menu.

The Patient Alias template will display.



JONES Mrs Kate Anamda NHI No HBS8533
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Information | NHI Information | Functions | Record Coding | Labels & Forms

Surname	First Given	Second Given	Third Given	Pref.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
Surname	First Given	Second Given	Third Given	<input checked="" type="radio"/> Preferred <input type="radio"/> <input type="radio"/>
<input type="button" value="Add"/> <input type="button" value="Basic"/> <input type="button" value="Contact/Donor"/> <input type="button" value="Medical Warnings"/>				

3. Complete the fields.
4. Click **Add**.

The new alias record will display in the NHI Alias list.

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JONES Mrs Kate Anamda NHI No **HBS8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Information --- NHI Information --- Functions --- Record Coding --- Labels & Forms ---

NHI/MWS Patient Aliases				
Surname	First Given	Second Given	Third Given	Pref.
DAVIES	DEVINA			1

Surname
 First Given Preferred
 Second Given
 Third Given

Note: Entering an Alias on the NHI will also write the Alias to the Local Hospital database.

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3.3.1.3 Deleting an Alias on the Local Hospital database

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

Note: The Alias button text displays in red, indicating that an Alias record exists.

The screenshot shows the patient details form for JONES Mrs Kate Anamda. The form includes sections for Demographic Details, PMI Details, and Residency Details. At the bottom of the form, there is a row of buttons: Update, Alias (highlighted in red), Links, Emerge Contact, Prev Address, BMI, and Cancel.

3. Click **Alias**.

The Patient Alias template will display.

The screenshot shows the patient details form with the Patient Alias dialog box open. The dialog box contains a table with the following data:

Surname	Given Name(s)	Date of Birth	Sex	
CRANSTON	KATIE	16/02/1953	Female	Delete
DAVIES	DEVINA	16/02/1953	Female	Delete

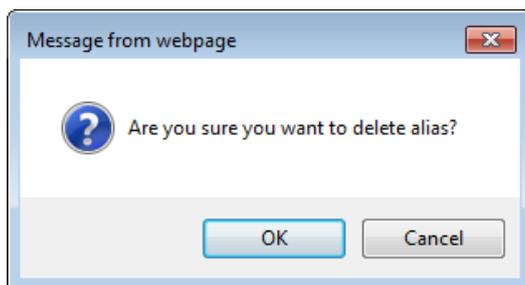
Below the table is an 'Add Alias' section with fields for Surname, First Given, Second Given, Date of Birth, and Sex, along with 'Add' and 'Cancel' buttons.

4. Click **Delete** to remove the required record.

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The following confirmation message will display.



5. Click **OK**.

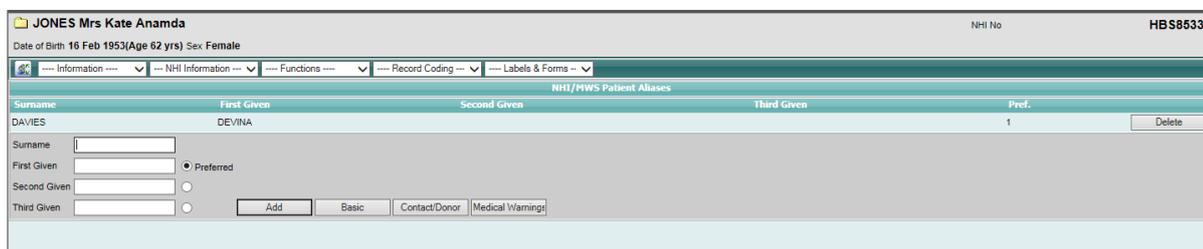
The Alias record will be permanently deleted.

Note: If all Alias records are deleted, the Alias icon will cease to display on the Patient Demographic template.

3.3.1.4 Deleting an Alias on the NHI

1. Locate the required patient.
2. Select **Update NHI Aliases** from the appropriate patient level drop down menu.

The Patient Alias template will display.



Surname	First Given	Second Given	Third Given	Pref.	
DAVIES	DEVINA			1	Delete

3. Click **Delete** to remove the required record.

The Alias record will be permanently deleted.



Surname	First Given	Second Given	Third Given	Pref.	
---------	-------------	--------------	-------------	-------	--

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3.3.2 Emergency Contacts

It is important to enter emergency contact details for a patient and to ensure that these details are up to date at each visit.

When a patient is registered, the Emergency Contact template will display after the Patient Details template has been completed.

It is important to ensure that these details are correct at each patient visit.

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

3. Click **Emerge Contacts** or select from the appropriate patient level drop down menu.

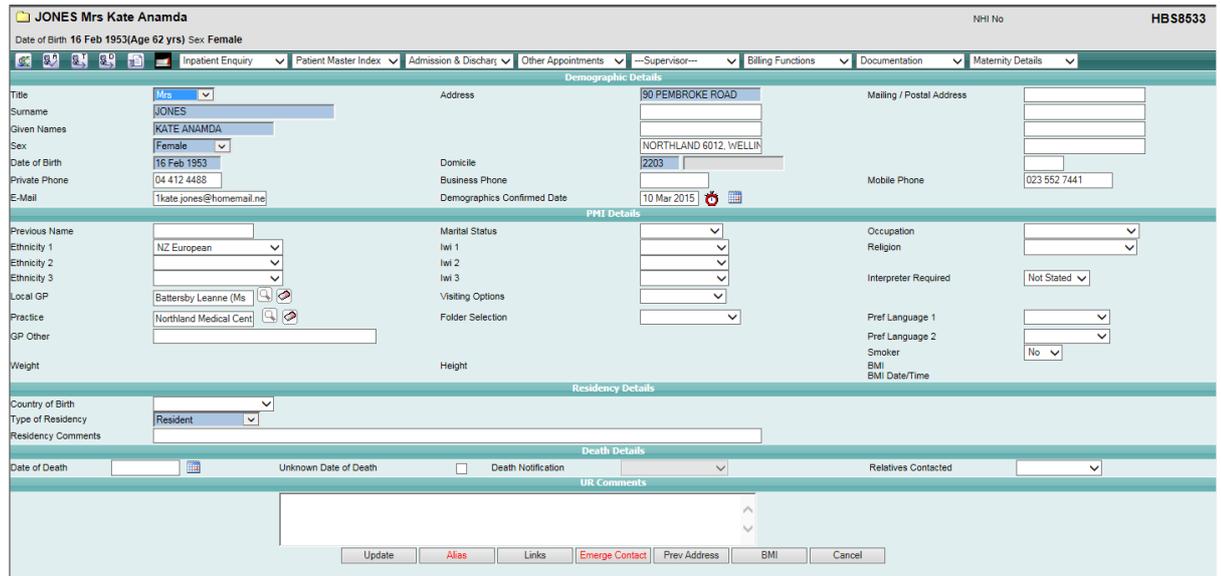
Enter Contacts 1, 2 and 3, Person Responsible for Account and Patient Postal Address details.

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4. Click **Default** if you want a particular Contact to display the same Address and Private Phone as the patient.
5. Click **Clear** to remove the details for a particular Contact.
6. Click **Update**.

The details are saved and the Update Registration Details screen is displayed.



JONES Mrs Kate Anamda NHI No: **HBS8633**
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Demographic Details

Title: Mrs | Address: 80 PEMBROKE ROAD | Mailing / Postal Address: []
 Surname: JONES | Given Names: KATE ANAMDA |
 Sex: Female | Date of Birth: 16 Feb 1953 | Domicile: NORTHLAND 6012, WELLEN |
 Private Phone: 04 412 4488 | Business Phone: [] | Mobile Phone: 023 552 7441
 E-Mail: kate.jones@homemail.ne | Demographics Confirmed Date: 10 Mar 2015

PMI Details

Previous Name: [] | Marital Status: [] | Occupation: []
 Ethnicity 1: NZ European | Iwi 1: [] | Religion: []
 Ethnicity 2: [] | Iwi 2: [] | Interpreter Required: Not Stated
 Ethnicity 3: [] | Iwi 3: [] |
 Local GP: Battersby Leanne (Ms) | Visiting Options: [] |
 Practice: Northland Medical Cent | Folder Selection: [] | Pref Language 1: []
 GP Other: [] | Pref Language 2: [] |
 Weight: [] | Height: [] | Smoker: No |
 BMI: [] | BMI Date/Time: []

Residency Details

Country of Birth: [] | Type of Residency: Resident | Residency Comments: []

Death Details

Date of Death: [] | Unknown Date of Death: | Death Notification: [] | Relatives Contacted: []

UR Comments

[]

Update | Alias | Links | **Emergence Contact** | Prev Address | BMI | Cancel

Note: The **Emergence Contact** button text displays in red, indicating that an Emergency Contact records exists.

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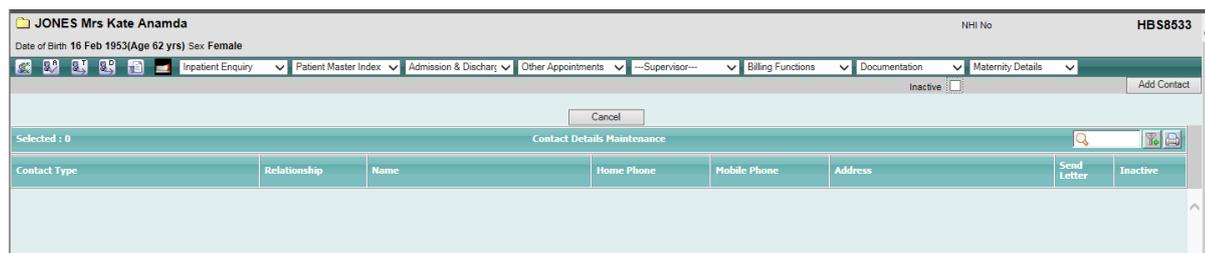
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3.3.3 Extra Contacts

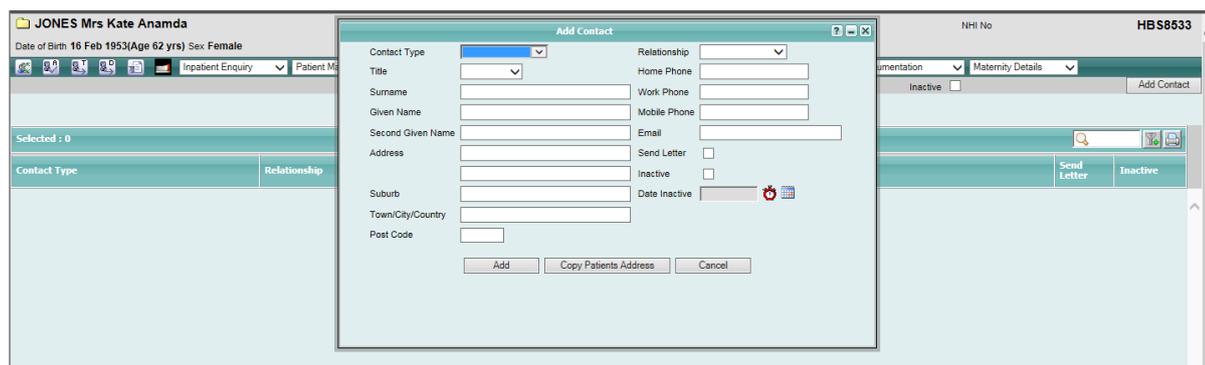
In addition to the Emergency Contacts, Extra Contacts can be recorded against a patient. For example, to record Power or Attorney, Guardian etc.

3.3.3.1 Add an Extra Contact

1. Locate the required patient.
2. Select **Extra Contacts** from the appropriate patient level drop down menu.



3. Click **Add Contact**.



The Add Contact screen will display.

4. Enter the **Contact Type** from the drop down list.
5. Complete the details required.
6. Click **Copy Patients Address** if you want to display the same Address and Home Phone as the patient.
7. Click **Add**.

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The **Extra Contact** details are saved.



Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
Power of Attorney		KELVIN ATWELL		028 1008 2886	LEVEL 3 AMI HOUSE, 128 LAMBTON QUAY TE ARO WELLINGTON 6011	No	No

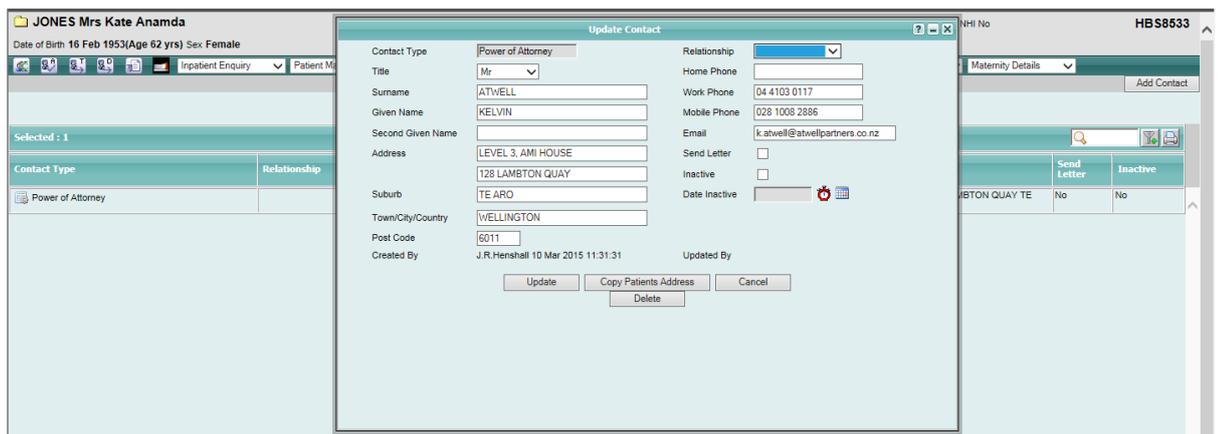
3.3.3.2 Update an Extra Contact

1. Locate the required patient.
2. Select **Extra Contacts** from the appropriate patient level drop down menu.



3. Select the Extra Contact to Update.

The Update Contact screen will display.

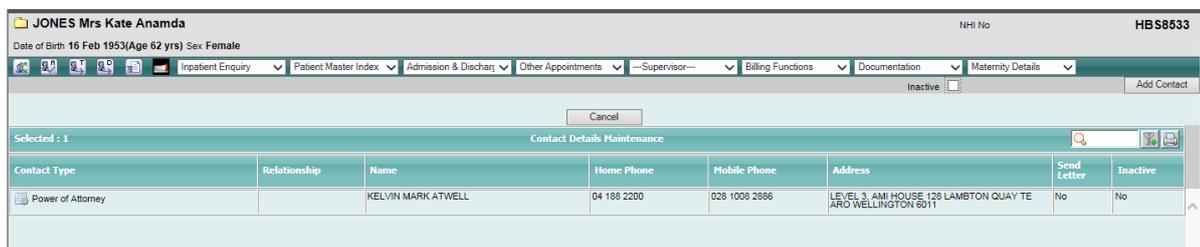


4. Make the required changes, including the ability to make the Contact Inactive.
5. Click **Update**.

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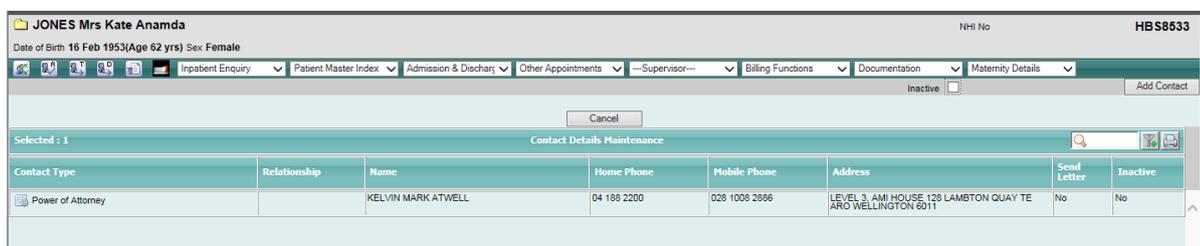
The **Extra Contact** details are saved.



Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
Power of Attorney		KELVIN MARK ATWELL	04 188 2200	028 1008 2886	LEVEL 3 AMI HOUSE, 128 LAMBTON QUAY TE ARO WELLINGTON 6011	No	No

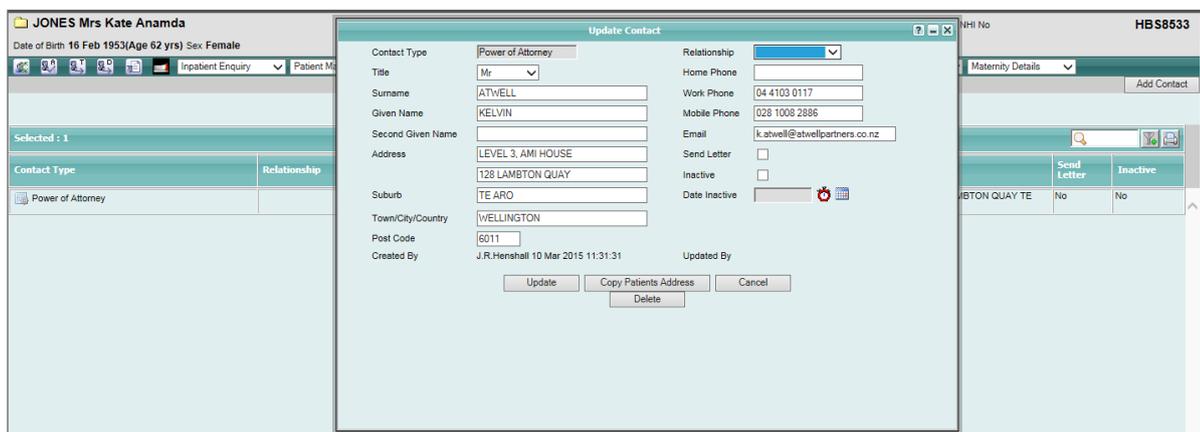
3.3.3.3 Inactivate an Extra Contact

1. Locate the required patient.
2. Select **Extra Contacts** from the appropriate patient level drop down menu.



3. Select the Extra Contact to Inactivate.

The Update Contact screen will display.

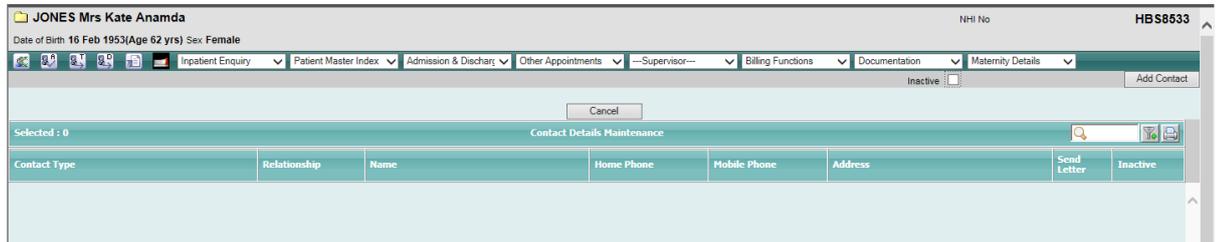


4. Click **Inactive**.
5. Enter the **Date Inactive** field.
6. Click **Update**.

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The **Extra Contact** details by default will not display the Inactive records.



JONES Mrs Kate Anamda NHI No HBS8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

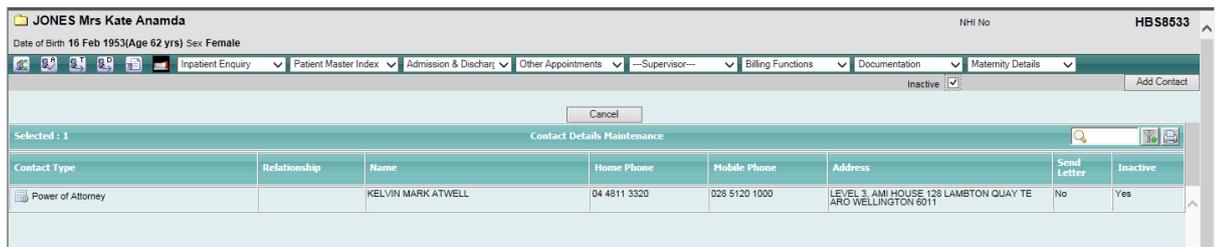
Inpatient Enquiry Patient Master Index Admission & Discharge Other Appointments --Supervisor-- Billing Functions Documentation Maternity Details

Inactive Add Contact

Selected : 0

Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
--------------	--------------	------	------------	--------------	---------	-------------	----------

7. Click the **Inactive** tick box to display Inactive Contacts.



JONES Mrs Kate Anamda NHI No HBS8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Inpatient Enquiry Patient Master Index Admission & Discharge Other Appointments --Supervisor-- Billing Functions Documentation Maternity Details

Inactive Add Contact

Selected : 1

Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
Power of Attorney		KELVIN MARK ATWELL	04 4811 3320	028 5120 1000	LEVEL 3 AMI HOUSE 128 LAMBTON QUAY TE ARO WELLINGTON 6011	No	Yes

3.3.3.4 Delete an Extra Contact

1. Locate the required patient.
2. Select **Extra Contacts** from the appropriate patient level drop down menu.



JONES Mrs Kate Anamda NHI No HBS8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Inpatient Enquiry Patient Master Index Admission & Discharge Other Appointments --Supervisor-- Billing Functions Documentation Maternity Details

Inactive Add Contact

Selected : 1

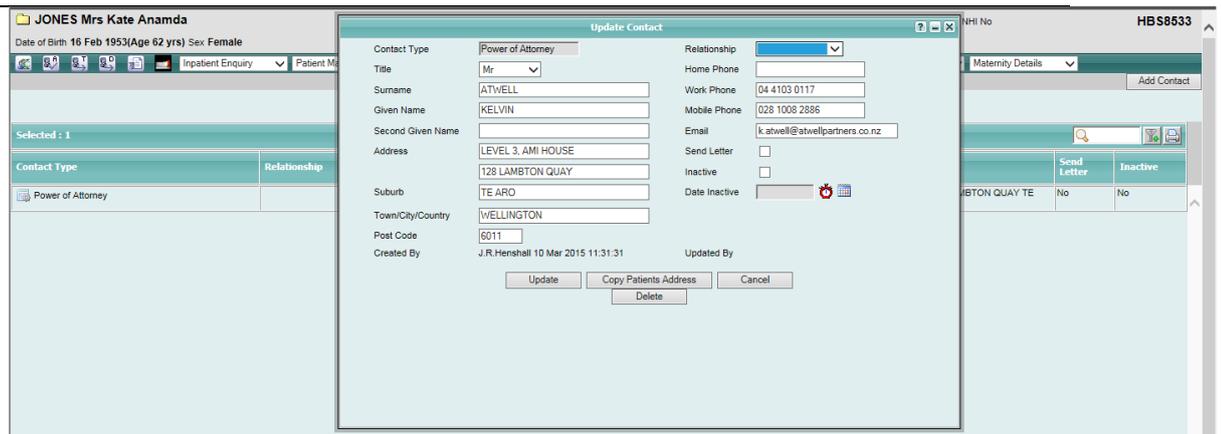
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
Power of Attorney		KELVIN MARK ATWELL	04 188 2200	028 1008 2886	LEVEL 3 AMI HOUSE 128 LAMBTON QUAY TE ARO WELLINGTON 6011	No	No

3. Select the Extra Contact to Delete.

The Update Contact screen will display.

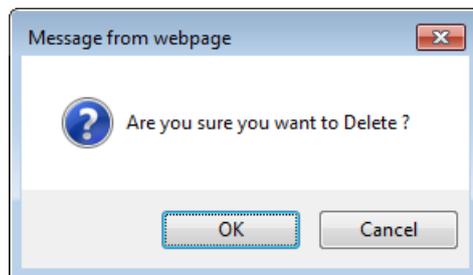
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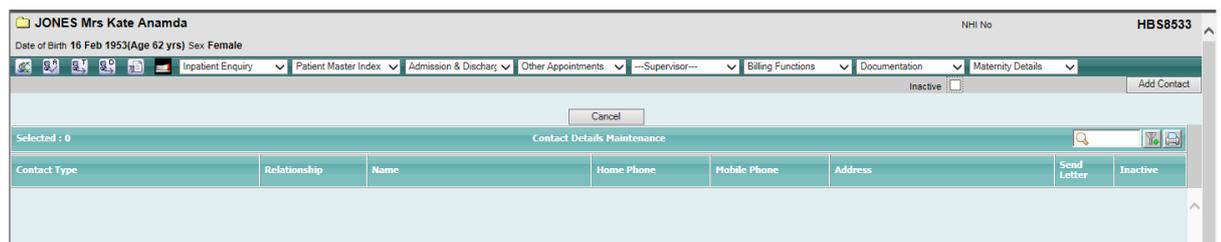
4. Click **Delete**.

A warning message appears confirming that the Contact is to be deleted.



5. Click **Ok**.

The **Extra Contact** details are removed.



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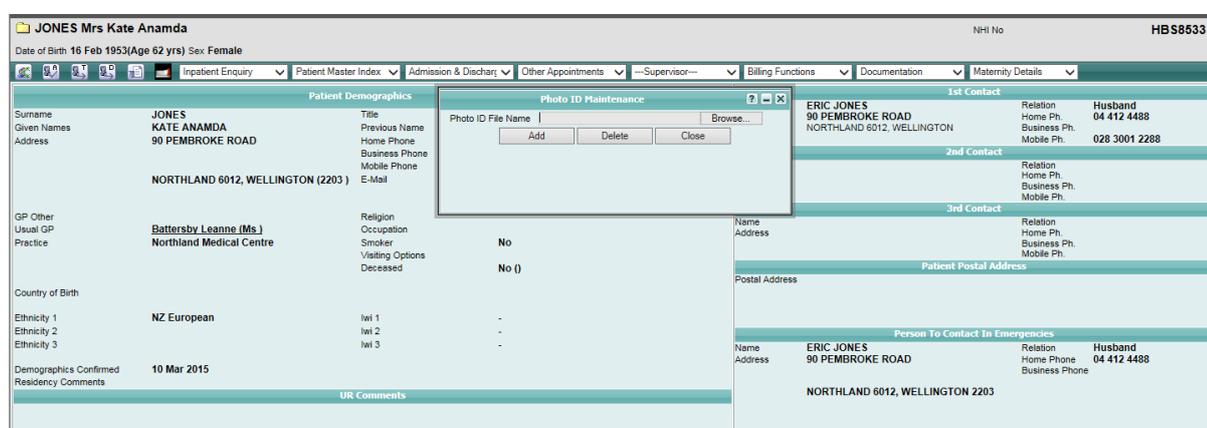
3.3.4 Patient Photograph

A photograph of a patient can be added to the system, which then displays in the patient header.

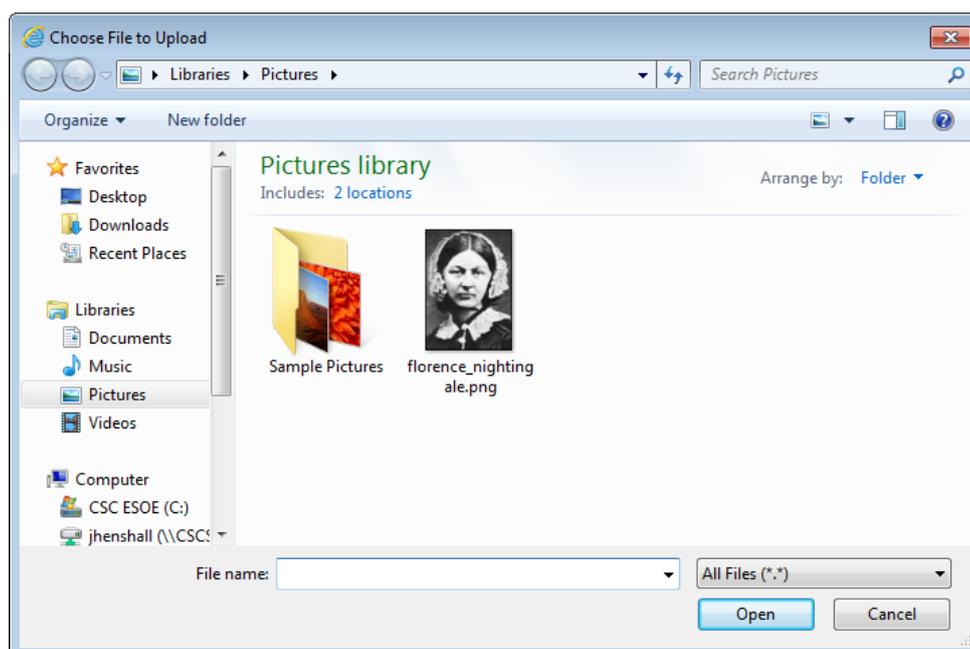
3.3.4.1 Adding a Patient Photograph

1. Locate the required patient.
2. Select **Add Photo ID** from the appropriate patient level drop down menu.

The Photo ID Maintenance template will display.



3. Click **Browse**.
4. Select the appropriate file to be attached.

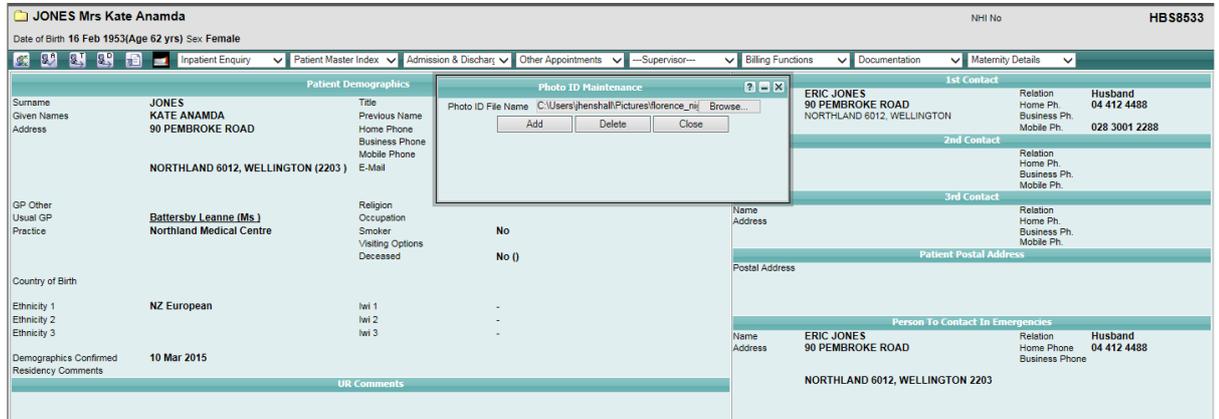


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This file will then be stored in the directory `./images/patients` using the NHI Number and an extension of `.jpg`

- Click Open to select the file.



JONES Mrs Kate Anamda NHI No: **HS8533**
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Patient Demographics

Surname	JONES	Title	
Given Names	KATE ANAMDA	Previous Name	
Address	90 PEMBROKE ROAD	Home Phone	
		Business Phone	
		Mobile Phone	
		E-Mail	
	NORTHLAND 6012, WELLINGTON (2203)		

GP Other: **Battersby Leanne (Ms)** Religion: **No**
 Usual GP: **Northland Medical Centre** Occupation: **No ()**
 Practice: **Northland Medical Centre** Smoker: **No ()**
 Visiting Options: **No ()**
 Deceased: **No ()**

Country of Birth: **NZ European** Iwi 1: **-**
 Ethnicity 2: **-**
 Ethnicity 3: **-**

Demographics Confirmed: **10 Mar 2015**
 Residency Comments: **UR Comments**

Photo ID Maintenance
 Photo ID File Name: C:\Users\jhenhall\Pictures\forence_nhi
 Add Delete Close

1st Contact
 Name: ERIC JONES Relation: Husband
 Address: 90 PEMBROKE ROAD Home Ph: 04 412 4488
 NORTHLAND 6012, WELLINGTON Business Ph:
 Mobile Ph: 028 3001 2288

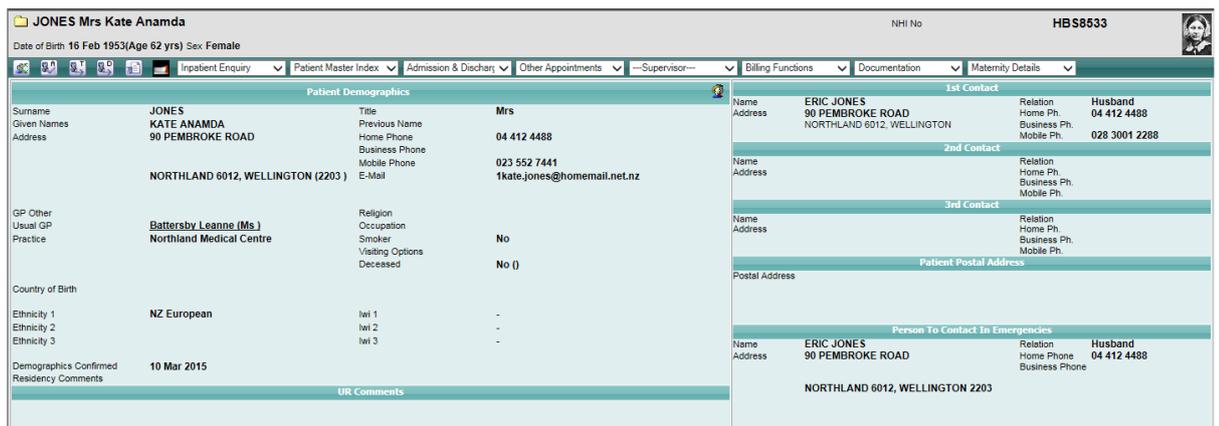
2nd Contact
 Name: Relation:
 Address: Home Ph:
 Business Ph:
 Mobile Ph:

3rd Contact
 Name: Relation:
 Address: Home Ph:
 Business Ph:
 Mobile Ph:

Person To Contact In Emergencies
 Name: ERIC JONES Relation: Husband
 Address: 90 PEMBROKE ROAD Home Phone: 04 412 4488
 NORTHLAND 6012, WELLINGTON 2203 Business Phone:

- Click **Add** button to attach the photograph to the patient record.

The patient photograph will display in the patient header beside the NHI number.



JONES Mrs Kate Anamda NHI No: **HS8533**
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Patient Demographics

Surname	JONES	Title	Mrs
Given Names	KATE ANAMDA	Previous Name	
Address	90 PEMBROKE ROAD	Home Phone	04 412 4488
		Business Phone	
		Mobile Phone	023 552 7441
		E-Mail	1kate.jones@homemail.net.nz
	NORTHLAND 6012, WELLINGTON (2203)		

GP Other: **Battersby Leanne (Ms)** Religion: **No**
 Usual GP: **Northland Medical Centre** Occupation: **No**
 Practice: **Northland Medical Centre** Smoker: **No ()**
 Visiting Options: **No ()**
 Deceased: **No ()**

Country of Birth: **NZ European** Iwi 1: **-**
 Ethnicity 2: **-**
 Ethnicity 3: **-**

Demographics Confirmed: **10 Mar 2015**
 Residency Comments: **UR Comments**

1st Contact
 Name: ERIC JONES Relation: Husband
 Address: 90 PEMBROKE ROAD Home Ph: 04 412 4488
 NORTHLAND 6012, WELLINGTON Business Ph:
 Mobile Ph: 028 3001 2288

2nd Contact
 Name: Relation:
 Address: Home Ph:
 Business Ph:
 Mobile Ph:

3rd Contact
 Name: Relation:
 Address: Home Ph:
 Business Ph:
 Mobile Ph:

Person To Contact In Emergencies
 Name: ERIC JONES Relation: Husband
 Address: 90 PEMBROKE ROAD Home Phone: 04 412 4488
 NORTHLAND 6012, WELLINGTON 2203 Business Phone:

3.3.4.2 Update a Patient Photo

To update a patient photo, follow the steps outlined in **Adding a Patient Photograph**.

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3.3.4.3 View a Patient Photo

1. Click on the photograph in the patient header.

JONES Mrs Kate Anamda NHI No **HBS8533**

Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Impatient Enquiry |
 Patient Master Index |
 Admission & Discharge |
 Other Appointments |
 Supervisor |
 Billing Functions |
 Documentation |
 Maternity Details

Patient Demographics			
Surname	JONES	Title	Mrs
Given Names	KATE ANAMDA	Previous Name	
Address	90 PEMBROKE ROAD	Home Phone	04 412 4488
		Business Phone	
		Mobile Phone	023 552 7441
	NORTHLAND 6012, WELLINGTON (2203)	E-Mail	1kate.jones@homemail.net.nz
GP Other		Religion	
Usual GP	Battersby Leanne (Ms)	Occupation	
Practice	Northland Medical Centre	Smoker	No
		Visiting Options	
		Deceased	No ()
Country of Birth			
Ethnicity 1	NZ European	Iwi 1	-
Ethnicity 2		Iwi 2	-
Ethnicity 3		Iwi 3	-
Demographics Confirmed	10 Mar 2015		
Residency Comments			
UR Comments			

1st Contact			
Name	ERIC JONES	Relation	Husband
Address	90 PEMBROKE ROAD	Home Ph.	04 412 4488
	NORTHLAND 6012, WELLINGTON	Business Ph.	
		Mobile Ph.	028 3001 2288
2nd Contact			
Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	
3rd Contact			
Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	
Patient Postal Address			
Postal Address			
Person To Contact In Emergencies			
Name	ERIC JONES	Relation	Husband
Address	90 PEMBROKE ROAD	Home Phone	04 412 4488
		Business Phone	
		Mobile Phone	
	NORTHLAND 6012, WELLINGTON 2203		

The photograph will display in the centre of the page.

JONES Mrs Kate Anamda NHI No **HBS8533**

Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Impatient Enquiry |
 Patient Master Index |
 Admission & Discharge |
 Other Appointments |
 Supervisor |
 Billing Functions |
 Documentation |
 Maternity Details

Patient Demographics			
Surname	JONES	Title	Mrs
Given Names	KATE ANAMDA	Previous Name	
Address	90 PEMBROKE ROAD	Home Phone	04 412 4488
		Business Phone	
		Mobile Phone	023 552 7441
	NORTHLAND 6012, WELLINGTON (2203)	E-Mail	1kate.jones@homemail.net.nz
GP Other		Religion	
Usual GP	Battersby Leanne (Ms)	Occupation	
Practice	Northland Medical Centre	Smoker	No
		Visiting Options	
		Deceased	No ()
Country of Birth			
Ethnicity 1	NZ European	Iwi 1	-
Ethnicity 2		Iwi 2	-
Ethnicity 3		Iwi 3	-
Demographics Confirmed	10 Mar 2015		
Residency Comments			
UR Comments			

1st Contact			
Name	ERIC JONES	Relation	Husband
Address	90 PEMBROKE ROAD	Home Ph.	04 412 4488
	NORTHLAND 6012, WELLINGTON	Business Ph.	
		Mobile Ph.	028 3001 2288
2nd Contact			
Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	
3rd Contact			
Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	
Patient Postal Address			
Postal Address			
Person To Contact In Emergencies			
Name	ERIC JONES	Relation	Husband
Address	90 PEMBROKE ROAD	Home Phone	04 412 4488
		Business Phone	
		Mobile Phone	
	NORTHLAND 6012, WELLINGTON 2203		

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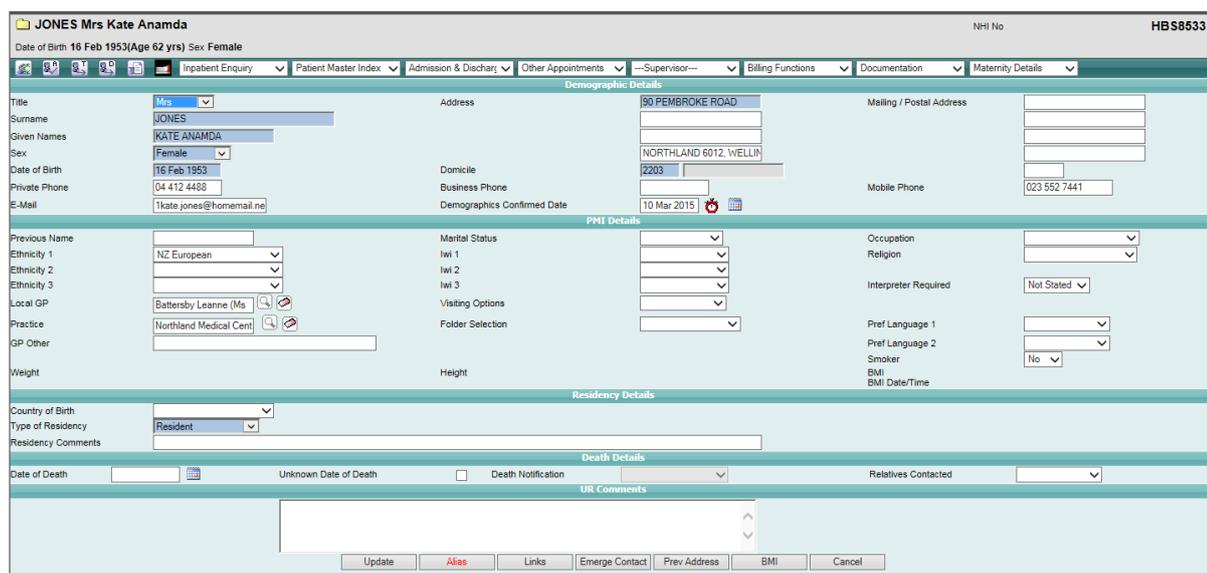
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3.3.5 Patient BMI Information

Patient BMI (Body Mass Index) information can be recorded at a PMI Level or at a patient admission.

3.3.5.1 Adding BMI

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.



JONES Mrs Kate Anamda NHI No: HBS8533
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Demographic Details

Title: Mrs | Surname: JONES | Address: 80 PEMBEROKE ROAD | Mailing / Postal Address: []
 Given Names: KATE ANAMDA | Sex: Female | Domicile: NORTHLAND 6012, WELLIN | 2203 | Mobile Phone: 023 552 7441
 Date of Birth: 16 Feb 1953 | Private Phone: 04 412 4488 | Demographics Confirmed Date: 10 Mar 2015
 E-Mail: tkate.jones@homemail.ne

PMI Details

Previous Name: [] | Marital Status: [] | Occupation: []
 Ethnicity 1: NZ European | Iwi 1: [] | Religion: []
 Ethnicity 2: [] | Iwi 2: [] | Interpreter Required: Not Stated
 Ethnicity 3: [] | Iwi 3: [] | Pref Language 1: []
 Local GP: Battersby Leanne (Ms) | Visiting Options: [] | Pref Language 2: []
 Practice: Northland Medical Cent | Folder Selection: [] | Smoker: No
 GP Other: [] | Height: [] | BMI: [] | BMI Date/Time: []

Residency Details

Country of Birth: [] | Type of Residency: Resident | Residency Comments: []

Death Details

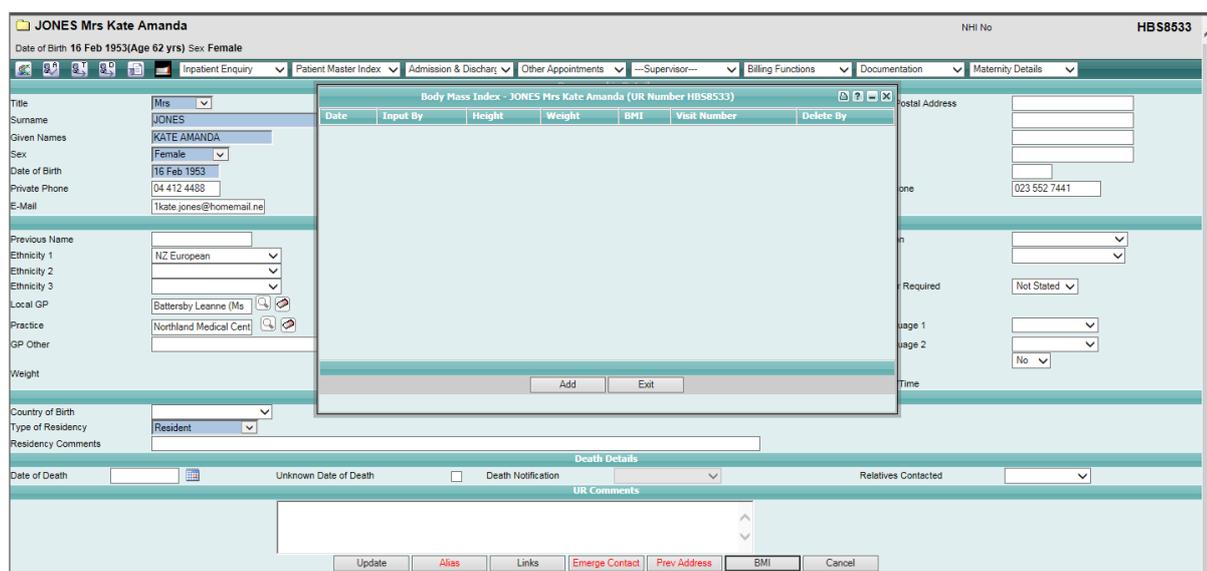
Date of Death: [] | Unknown Date of Death: [] | Death Notification: [] | Relatives Contacted: []

UR Comments

Buttons: Update, Alias, Links, Emerge Contact, Prev Address, BMI, Cancel

3. Click **BMI** or select from the appropriate patient level drop down menu.

The Body Mass Index screen will display.



JONES Mrs Kate Amanda NHI No: HBS8533
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Body Mass Index - JONES Mrs Kate Amanda (UR Number HBS8533)

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
Add Exit						

Demographic Details

Title: Mrs | Surname: JONES | Address: [] | Mailing / Postal Address: []
 Given Names: KATE AMANDA | Sex: Female | Domicile: [] | Mobile Phone: 023 552 7441
 Date of Birth: 16 Feb 1953 | Private Phone: 04 412 4488
 E-Mail: tkate.jones@homemail.ne

PMI Details

Previous Name: [] | Marital Status: [] | Occupation: []
 Ethnicity 1: NZ European | Iwi 1: [] | Religion: []
 Ethnicity 2: [] | Iwi 2: [] | Interpreter Required: Not Stated
 Ethnicity 3: [] | Iwi 3: [] | Pref Language 1: []
 Local GP: Battersby Leanne (Ms) | Visiting Options: [] | Pref Language 2: []
 Practice: Northland Medical Cent | Folder Selection: [] | Smoker: No
 GP Other: [] | Height: [] | BMI: [] | BMI Date/Time: []

Residency Details

Country of Birth: [] | Type of Residency: Resident | Residency Comments: []

Death Details

Date of Death: [] | Unknown Date of Death: [] | Death Notification: [] | Relatives Contacted: []

UR Comments

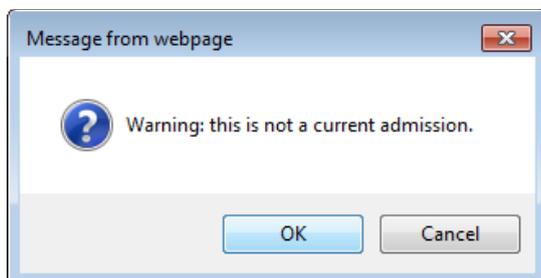
Buttons: Update, Alias, Links, Emerge Contact, Prev Address, BMI, Cancel

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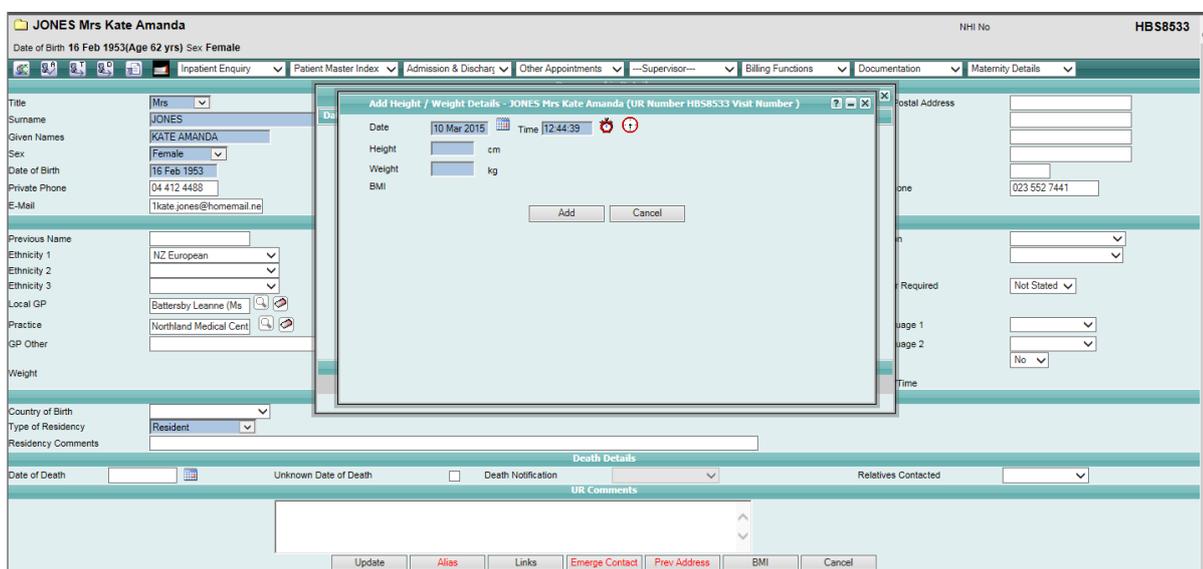
4. Click **Add**.

A warning is displayed if the patient is not a Current Inpatient.



5. Click **OK**.

The Add BMI details screen will display.



6. Enter the patient **Height** and **Weight**.

7. Click **Add**.

The record will be added and the BMI will be calculated and displayed.

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Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 12:44:39	J.R.Henshall	161.0	59.0	22.8		

8. Click **Exit**.

The patient Weight, Height, BMI and Date added will display on the Patient Demographic screen.

9. Click **Update**.

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3.3.5.2 Updating BMI

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

JONES Mrs Kate Amanda NHI No **HBS8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Demographic Details

Title: Mrs
 Surname: JONES
 Given Names: KATE ANAMDA
 Sex: Female
 Date of Birth: 16 Feb 1953
 Private Phone: 04 412 4488
 E-Mail: 1kate.jones@homemail.ne

Address: 90 PEMBROKE ROAD
 Mailing / Postal Address: [Empty]
 Domicile: NORTHLAND 6012, WELLEN
 Business Phone: [Empty]
 Demographics Confirmed Date: 10 Mar 2015
 Mobile Phone: 023 552 7441

PMI Details

Previous Name: [Empty]
 Marital Status: [Empty]
 Occupation: [Empty]
 Ethnicity 1: NZ European
 Ethnicity 2: [Empty]
 Ethnicity 3: [Empty]
 Local GP: Battersby Leanne (Ms)
 Practice: Northland Medical Cent
 GP Other: [Empty]
 Height: [Empty]

Residency Details

Country of Birth: [Empty]
 Type of Residency: Resident
 Residency Comments: [Empty]

Death Details

Date of Death: [Empty] Unknown Date of Death Death Notification: [Empty] Relatives Contacted: [Empty]

UR Comments

Buttons: Update, Alias, Links, Emerge Contact, Prev Address, BMI, Cancel

3. Click **BMI** or select from the appropriate patient level drop down menu.

The Body Mass Index screen will display.

JONES Mrs Kate Amanda NHI No **HBS8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Body Mass Index - JONES Mrs Kate Amanda (UR Number HBS8533)

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 12:44:39	J.R.Henshall	161.0	59.0	22.8		

Buttons: Add, Exit

Buttons: Update, Alias, Links, Emerge Contact, Prev Address, BMI, Cancel

4. Select the **BMI** record to be updated.

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The Update BMI details screen will display.

JONES Mrs Kate Amanda NHI No: HBS8533

Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Update Height / Weight Details - JONES Mrs Kate Amanda (UR Number HBS8533 Visit Number)

Date: 10 Mar 2015 Time: 12:44:39

Height: 161.0 161.0 cm

Weight: 59.0 59.0 kg

BMI: 22.8

Buttons: Update, Cancel, Delete

5. Make the required changes. If the patient Height or Weight are changed the BMI will be re-calculated.

6. Click **Update**.

The updated record is saved and the BMI screen is displayed.

JONES Mrs Kate Amanda NHI No: HBS8533

Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Body Mass Index - JONES Mrs Kate Amanda (UR Number HBS8533)

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 12:44:39	J.R.Henshall	161.0	85.1	25.1		

Buttons: Add, Exit

7. Click **Exit**.

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The updated patient Weight, Height, BMI and Date will display on the Patient Demographic screen.

JONES Mrs Kate Amanda NHI No: HBS8533
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Demographic Details

Title: Mrs | Address: 12 RIXON GROVE | Mailing / Postal Address: []
 Surname: JONES | Given Names: KATE AMANDA | MOUNT VICTORIA
 Sex: Female | Domicile: WELINGTON 6011, NEW Z
 Date of Birth: 16 Feb 1953 | Domicile: 2082 | Demographics Confirmed Date: 10 Mar 2015
 Private Phone: 04 412 4488 | Business Phone: 04 5321000 | Mobile Phone: 023 552 7441
 E-Mail: tkate.jones@homeemail.ne

PMI Details

Previous Name: [] | Marital Status: [] | Occupation: []
 Ethnicity 1: NZ European | Iwi 1: [] | Religion: []
 Ethnicity 2: [] | Iwi 2: [] | Interpreter Required: Not Stated
 Ethnicity 3: [] | Iwi 3: []
 Local GP: Battersby Leanne (Ms) | Visiting Options: []
 Practice: Northland Medical Cent | Folder Selection: []
 GP Other: []

Weight: 65.1 | Height: 161.0 | Pref Language 1: []
 Pref Language 2: []
 Smoker: No | BMI: 25.1 | BMI Date/Time: 10 Mar 2015 12:52:43

Residency Details

Country of Birth: [] | Type of Residency: Resident
 Residency Comments: []

Death Details

Date of Death: [] | Unknown Date of Death: [] | Death Notification: [] | Relatives Contacted: []

UR Comments

[]

Buttons: Update, Alias, Links, **Emergent Contact**, Prev Address, BMI, Cancel

8. Click **Update**.

Note: Only BMI records added on the current date can be updated. Records from previous dates have the fields greyed out and cannot be updated.

JONES Mrs Kate Amanda NHI No: HBS8533
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Update Height / Weight Details - JONES Mrs Kate Amanda (UR Number HBS8533 Visit Number)

Date: 07 Mar 2015 | Time: 15:00:00
 Height: 161.0 | 161.0 cm
 Weight: 64.2 | 64.2 kg
 BMI: 20.9

Buttons: Update, Cancel, Delete

Buttons: Update, Alias, Links, Emergent Contact, Prev Address, BMI, Cancel

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3.3.5.3 Deleting BMI

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

JONES Mrs Kate Amanda NHI No **HBS8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Demographic Details

Title: Mrs
 Surname: JONES
 Given Names: KATE ANAMDA
 Sex: Female
 Date of Birth: 16 Feb 1953
 Private Phone: 04 412 4488
 E-Mail: 1kate.jones@homemail.ne

Address: 90 PEMBROKE ROAD
 NORTHLAND 6012, WELLEN
 Domicile: 2203
 Demographics Confirmed Date: 10 Mar 2015

PMI Details

Marital Status: [Dropdown]
 Iwi 1: [Dropdown]
 Iwi 2: [Dropdown]
 Iwi 3: [Dropdown]
 Visiting Options: [Dropdown]
 Folder Selection: [Dropdown]

Occupation: [Dropdown]
 Religion: [Dropdown]
 Interpreter Required: Not Stated
 Pref Language 1: [Dropdown]
 Pref Language 2: [Dropdown]
 Smoker: No
 BMI: [Dropdown]
 BMI Date/Time: [Dropdown]

Residency Details

Country of Birth: [Dropdown]
 Type of Residency: Resident
 Residency Comments: [Text Area]

Death Details

Date of Death: [Text Field] Unknown Date of Death Death Notification: [Dropdown] Relatives Contacted: [Dropdown]

UR Comments

Update Alias Links Emerge Contact Prev Address BMI Cancel

3. Click **BMI** or select from the appropriate patient level drop down menu.

The Body Mass Index screen will display.

JONES Mrs Kate Amanda NHI No **HBS8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Body Mass Index - JONES Mrs Kate Amanda (UR Number HBS8533)

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 13:00:33	J.R.Henshall	161.0	51.0	19.7		
10 Mar 2015 12:44:39	J.R.Henshall	161.0	65.1	25.1		
07 Mar 2015 15:00:00	J.R.Henshall	161.0	54.2	20.9		

Add Exit

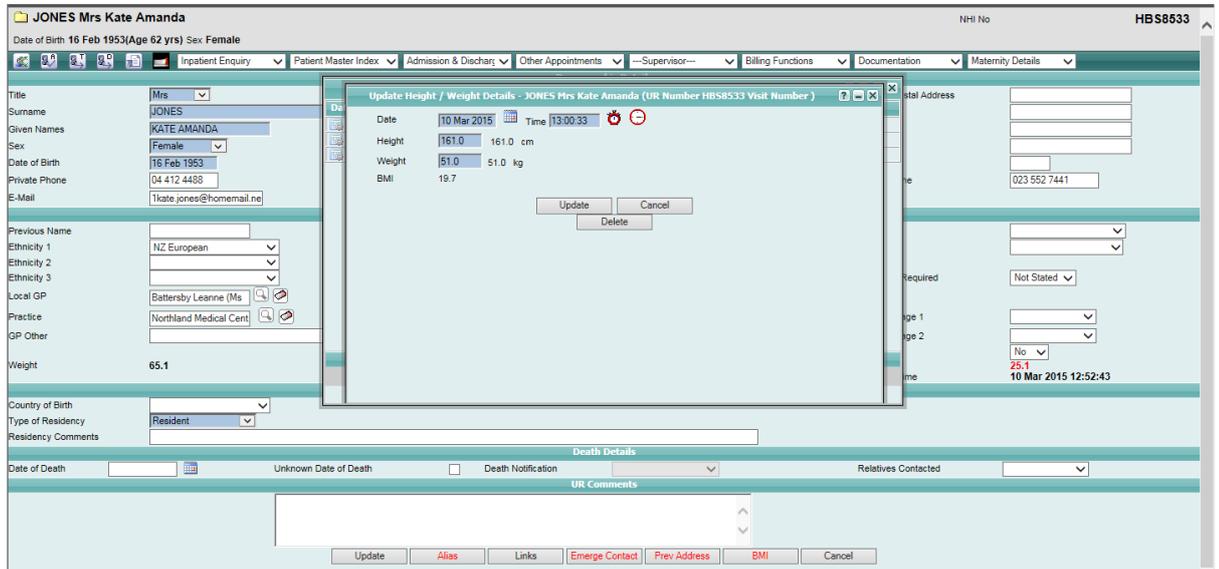
Update Alias Links Emerge Contact Prev Address BMI Cancel

4. Select the **BMI** record to be deleted.

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The Update BMI details screen will display.



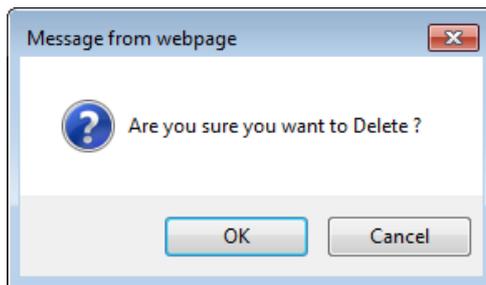
The screenshot shows a software interface for updating patient details. A dialog box titled "Update Height / Weight Details - JONES Mrs Kate Amanda (UR Number HBS8533 Visit Number)" is open. It contains the following information:

- Date: 10 Mar 2015
- Time: 13:00:33
- Height: 161.0 (161.0 cm)
- Weight: 51.0 (51.0 kg)
- BMI: 19.7

Buttons for "Update", "Cancel", and "Delete" are visible at the bottom of the dialog box. The background shows a patient profile for "JONES Mrs Kate Amanda" with various fields for personal and medical information.

5. Click **Delete**.

A warning message will be displayed.



6. Click **OK**.

The record is deleted and the BMI screen is displayed.

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JONES Mrs Kate Amanda NHI No **HB8533**

Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Inpatient Enquiry Patient Master Index Admission & Discharge Other Appointments --Supervisor-- Billing Functions Documentation Maternity Details

Title Mrs Surname JONES Given Names KATE AMANDA Sex Female Date of Birth 16 Feb 1953 Private Phone 04 412 4488 E-Mail kate.jones@homemail.ne

Previous Name Ethnicity 1 NZ European Ethnicity 2 Ethnicity 3 Local GP Battersby Leanne (Ms) Practice Northland Medical Cent GP Other

Weight 65.1

Country of Birth Resident Type of Residency Residency Comments

Date of Death Unknown Date of Death Death Notification Relatives Contacted

UR Comments

Update Alias Links **Emerg Contact** Prev Address BMI Cancel

Body Mass Index - JONES Mrs Kate Amanda (UR Number HB8533)

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 12:44:39	J.R.Henshall	161.0	85.1	25.1		
07 Mar 2015 15:00:00	J.R.Henshall	161.0	54.2	20.9		

Add Exit

7. Click **Exit**.

The updated patient Weight, Height, BMI and Date will display on the Patient Demographic screen.

JONES Mrs Kate Amanda NHI No **HB8533**

Date of Birth 16 Feb 1953(Age 62 yrs) Sex: Female

Inpatient Enquiry Patient Master Index Admission & Discharge Other Appointments --Supervisor-- Billing Functions Documentation Maternity Details

Title Mrs Address 12 RIXON GROVE Mailing / Postal Address MOUNT VICTORIA Surname JONES Given Names KATE AMANDA Sex Female Date of Birth 16 Feb 1953 Private Phone 04 412 4488 E-Mail kate.jones@homemail.ne Domicile 2082 Business Phone 04 5321000 Mobile Phone 023 552 7441 Demographics Confirmed Date 10 Mar 2015

Previous Name Marital Status Occupation Religion Ethnicity 1 NZ European Ethnicity 2 Ethnicity 3 Local GP Battersby Leanne (Ms) Practice Northland Medical Cent GP Other Visiting Options Folder Selection Interpreter Required Not Stated Pref Language 1 Pref Language 2 Smoker No BMI 25.1 BMI Date/Time 10 Mar 2015 12:52:43

Country of Birth Resident Type of Residency Residency Comments

Date of Death Unknown Date of Death Death Notification Relatives Contacted

UR Comments

Update Alias Links **Emerg Contact** Prev Address BMI Cancel

8. Click **Update**.

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Note: Only BMI records added on the current date can be completely deleted. Records from previous dates are still displayed, but have a strikethrough through the record.

JONES Mrs Kate Amanda NHI No **HBS8533**

Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female

Inpatient Enquiry
 Patient Master Index
 Admission & Discharge
 Other Appointments
 --Supervisor--
 Billing Functions
 Documentation
 Maternity Details

Title: Mrs
 Surname: JONES
 Given Names: KATE AMANDA
 Sex: Female
 Date of Birth: 16 Feb 1953
 Private Phone: 04 412 4488
 E-Mail: kate.jones@homeemail.ne

Previous Name:
 Ethnicity 1: NZ European
 Ethnicity 2:
 Ethnicity 3:
 Local GP: Battersby Leanne (Ms)
 Practice: Northland Medical Cent
 GP Other:
 Weight: 65.1
 Country of Birth:
 Type of Residency: Resident
 Residency Comments:

Date	Input By	Height	Weight	BMI	Visit Number	Delete By
10 Mar 2015 12:44:39	J.R.Henshall	161.0	65.1	25.1		
26 Mar 2015 19:04:54	J.R.Henshall	161.0	56.9	22.4		J.R.Henshall
07 Mar 2015 15:00:00	J.R.Henshall	161.0	54.2	20.9		

Add Exit

Date of Death: Unknown Date of Death: Death Notification: Relatives Contacted:

UR Comments:

Update Alias Links **Emergency Contact** Prev Address **BMI** Cancel

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3.4 Updating Patient Registration Information

Once registered, a patient's details can be updated or additional information can be added.

1. Locate the required patient.

2. Select **Update Patient Details** from the appropriate patient level drop down menu.

The following template will display.

3. Change the details as required.
4. Update the **Demographics Confirmed Date**.
5. Click **Update**.

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3.4.1 Updating NHI Basic Details

If fields recorded on the NHI (Name, Address, Sex, Date of Birth, Ethnicity and Residency) are needed to be changed these need to be done directly on the NHI system.

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

JONES Mrs Kate Amanda NHI No: **HBS8533**
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Demographic Details

Title: Mrs
 Address: 90 PEMBROKE ROAD
 Mailing / Postal Address: [Empty]
 Surname: JONES
 Given Names: KATE AMANDA
 Sex: Female
 Date of Birth: 16 Feb 1953
 Domicile: NORTHLAND 6012, WELLIN
 Private Phone: 04 412 4488
 Business Phone: 2203
 Demographics Confirmed Date: 10 Mar 2015
 E-Mail: kate.jones@homeemail.ne
 Mobile Phone: 023 552 7441

PMI Details

Previous Name: [Empty]
 Marital Status: [Empty]
 Occupation: [Empty]
 Ethnicity 1: NZ European
 Iwi 1: [Empty]
 Religion: [Empty]
 Ethnicity 2: [Empty]
 Iwi 2: [Empty]
 Interpreter Required: Not Stated
 Ethnicity 3: [Empty]
 Iwi 3: [Empty]
 Local GP: Battersby Leanne (Ms)
 Visiting Options: [Empty]
 Practice: Northland Medical Cent
 Folder Selection: [Empty]
 GP Other: [Empty]
 Pref Language 1: [Empty]
 Pref Language 2: [Empty]
 Smoker: No
 BMI: [Empty]
 BMI Date/Time: [Empty]

Residency Details

Country of Birth: [Empty]
 Type of Residency: Resident
 Residency Comments: [Empty]

Death Details

Date of Death: [Empty] Unknown Date of Death: Death Notification: [Empty] Relatives Contacted: [Empty]

UR Comments

[Empty]

Buttons: Update, Alias, Links, **Emergency Contact**, Prev Address, BMI, Cancel

3. Click on one of the NHI fields.

The NHI/MWS Patient Basic Details screen displays.

JONES Mrs Kate Amanda NHI No: **HBS8533**
 Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

NHI / MWS Patient Basic Details

HCU ID: HBS8533
 Surname: JONES
 Formatted Given Name: KATE AMANDA
 Given 1st: KATE (Preferred)
 Given 2nd: AMANDA
 Given 3rd: [Empty]
 Save Alias:
 Address: 90 PEMBROKE ROAD
 Suburb: [Empty]
 NORTHLAND 6012 City
 WELLINGTON Country
 Domicile: 2203

Formatted Address: 90 PEMBROKE ROAD
 NORTHLAND 6012, WELLINGTON

Gender: Female Male
 Date of Birth: 16 Feb 1953
 Deceased: [Empty]
 Ethnicity: (11) NZ European
 Type of Residency: Resident
 Residency Comments: [Empty]
 Country of Birth: [Empty]

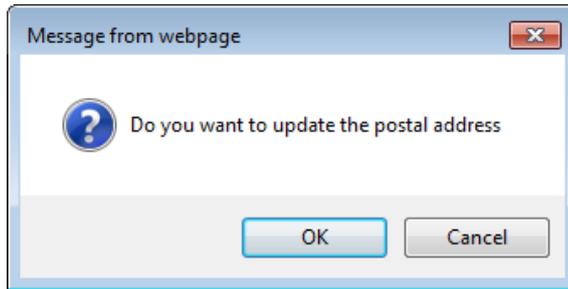
Buttons: Update, Show Difference, Use Local, Use National, Contact/Donor, Aliases, Medical Warnings, Cancel

4. Make the changes required.
5. Click **Update**.

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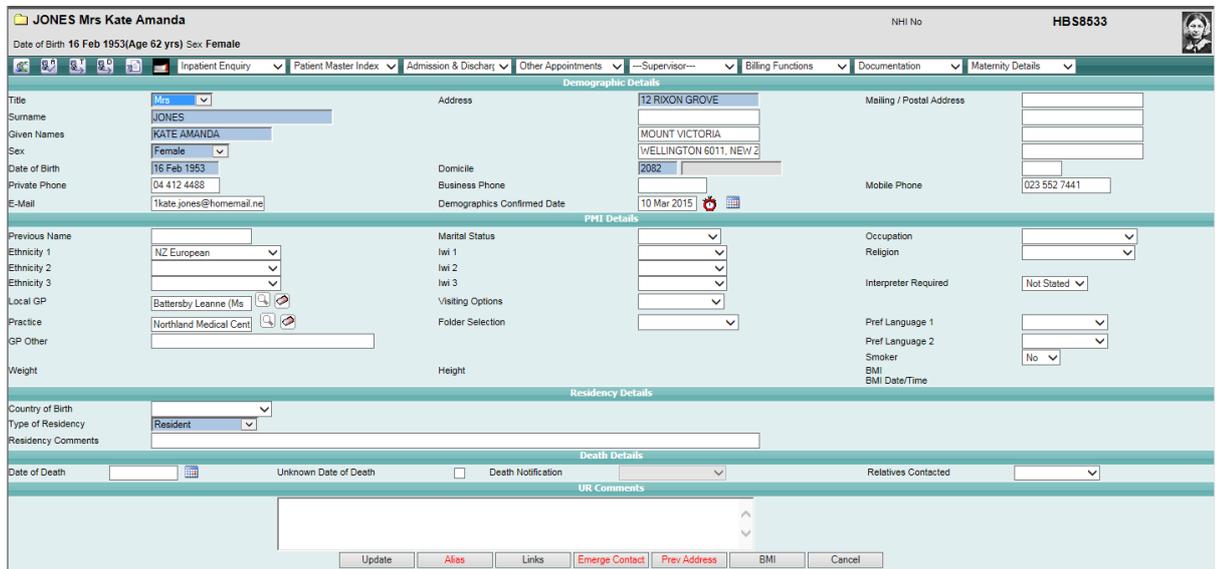
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A message asks if you want to update the Patients Postal Address.



- Click **OK** to be taken to the patients Emergency Contacts screen, where the Postal Address can be updated. Click **Cancel** to return to the Patients Demographic screen.

The Updated NHI details will be displayed in the Patient Demographic details also.



JONES Mrs Kate Amanda NHI No: **HB58533**

Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Navigation: Inpatient Enquiry | Patient Master Index | Admission & Discharge | Other Appointments | --Supervisor-- | Billing Functions | Documentation | Maternity Details

Demographic Details

Title: Mrs | Address: 12 RIXON GROVE | Mailing / Postal Address: []
 Surname: JONES | Given Names: KATE AMANDA | MOUNT VICTORIA
 Sex: Female | WELLINGTON 6011, NEW Z
 Date of Birth: 16 Feb 1953 | Domicile: 2082
 Private Phone: 04 412 4488 | Business Phone: [] | Mobile Phone: 023 552 7441
 E-Mail: 1kate.jones@homemail.ne | Demographics Confirmed Date: 10 Mar 2015

PMI Details

Previous Name: [] | Marital Status: [] | Occupation: []
 Ethnicity 1: NZ European | Iwi 1: [] | Religion: []
 Ethnicity 2: [] | Iwi 2: [] | Interpreter Required: Not Stated
 Ethnicity 3: [] | Iwi 3: []
 Local GP: Battersby Leanne (Ms) | Visiting Options: [] | Pref Language 1: []
 Practice: Northland Medical Cent | Folder Selection: [] | Pref Language 2: []
 GP Other: [] | Smoker: No
 Weight: [] | Height: [] | BMI: []
 BMI Date/Time: []

Residency Details

Country of Birth: [] | Type of Residency: Resident | Residency Comments: []

Death Details

Date of Death: [] | Unknown Date of Death: | Death Notification: [] | Relatives Contacted: []

UR Comments

Buttons: Update | Alias | Links | **Emergency Contact** | Prev Address | BMI | Cancel

- Click **Update**.

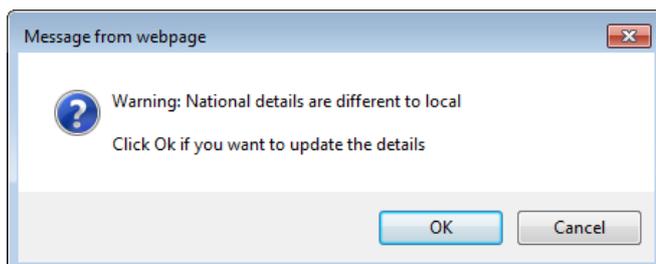
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3.4.2 NHI Details differ to Local Details

If fields recorded on the NHI (Name, Address, Sex, Date of Birth, Ethnicity and Residency) differ from those held on the Local Hospital database a warning message will be displayed advising there are differences.

Whenever a patient is accessed a check is done between the Local Hospital database and the NHI and if any fields held on the NHI differ to those held locally a warning is displayed.



1. Click **OK**.

The NHI/MWS Patient Basic Details screen displays.

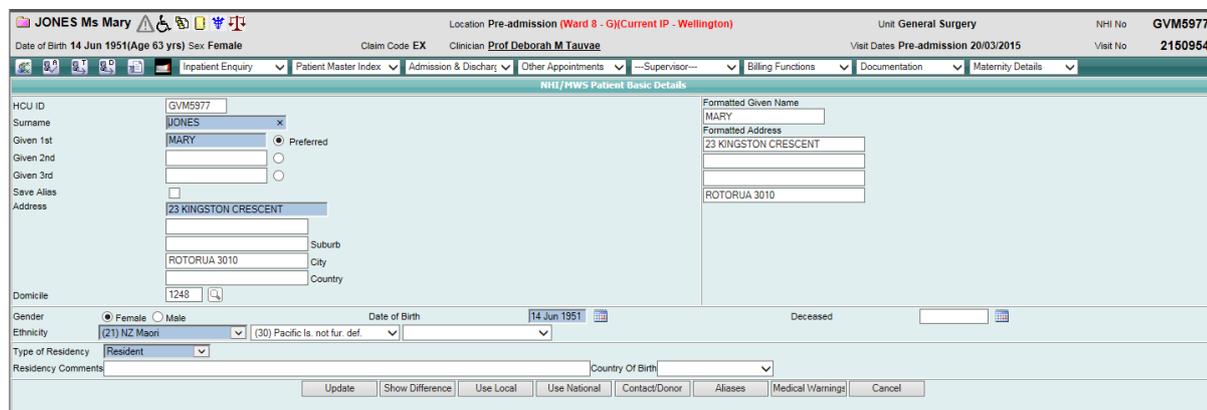
2. Click the **Show Difference** button to show details of the NHI and local database side by side.

Field	National Value - 10 Mar 2015	Local Value - 24 Feb 2015
HCU ID	GVM5977	
Surname	JONES	JONES
Given 1st	MARY	MARY
Given 2nd		
Given 3rd		
Preferred	1	1
Address	23 KINGSTON CRESCENT	23 KINGSTON CRESCENT
Suburb		
City	ROTORUA 3010	ROTORUA 3010
Country		
Date of Birth	14 Jun 1951	14 Jun 1951
Deceased		
Domicile	1248	1248
Resident	Y	Y
Ethnicity 1	NZ Maori	NZ Maori
Ethnicity 2	Pacific Is. not fur. def.	
Ethnicity 3		
Gender	F	F

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- Compare the details and decide whether to **Use National** or **Use Local** details, depending on which are more accurate. The date each system was last updated is at the head of each system column.



JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

NHI/MWS Patient Basic Details

HCU ID: GVM5977
 Surname: JONES
 Given 1st: MARY (Preferred)
 Given 2nd:
 Given 3rd:
 Save Alias:
 Address: 23 KINGSTON CRESCENT
 Suburb:
 City: ROTORUA 3010
 Country:
 Domicile: 1248

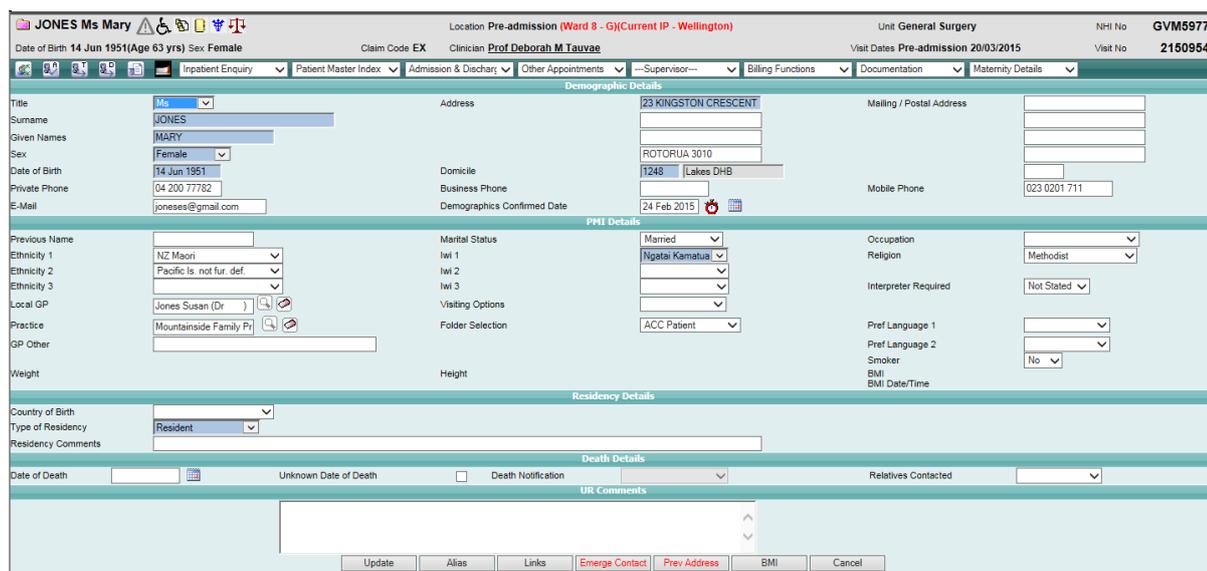
Formatted Given Name: MARY
 Formatted Address: 23 KINGSTON CRESCENT
 ROTORUA 3010

Gender: Female (Selected) Male
 Date of Birth: 14 Jun 1951
 Deceased:
 Ethnicity: (21) NZ Maori (30) Pacific Is. not fur. def

Type of Residency: Resident
 Residency Comments:
 Country of Birth:
 Update Show Difference Use Local Use National Contact/Donor Aliases Medical Warnings Cancel

- Click **Update**.

The Updated NHI details will be displayed in the Patient Demographic details also.



JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Demographic Details

Title: Ms
 Surname: JONES
 Given Names: MARY
 Sex: Female
 Date of Birth: 14 Jun 1951
 Private Phone: 04 200 77782
 E-Mail: joneses@gmail.com
 Address: 23 KINGSTON CRESCENT
 Mailing / Postal Address:
 Domicile: 1248 (Lakes DHB)
 Business Phone:
 Mobile Phone: 023 0201 711
 Demographics Confirmed Date: 24 Feb 2015

PMI Details

Previous Name:
 Marital Status: Married
 Occupation:
 Religion: Methodist
 Interpreter Required: Not Stated
 Local GP: Jones Susan (Dr)
 Practice: Mountainside Family Pt
 GP Other:
 Weight:
 Height:
 Pref Language 1:
 Pref Language 2:
 Smoker: No
 BMI:
 BMI Date/Time:
 Country of Birth:
 Type of Residency: Resident
 Residency Comments:
 Date of Death:
 Unknown Date of Death:
 Death Notification:
 Relatives Contacted:
 UIR Comments:
 Update Alias Links Emerge Contact Prev Address BMI Cancel

- Click **Update**.

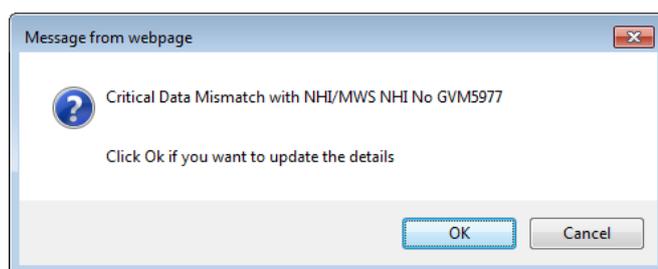
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3.4.3 Critical NHI Details differ to Local Details

If critical fields recorded on the NHI (Surname) differ from those held on the Local Hospital database a warning message will be displayed advising there are differences.

Whenever a patient is accessed a check is done between the Local Hospital database and the NHI and if any fields held on the NHI differ to those held locally a warning is displayed.



1. Click **OK**.

The NHI/MWS Patient Basic Details screen displays.

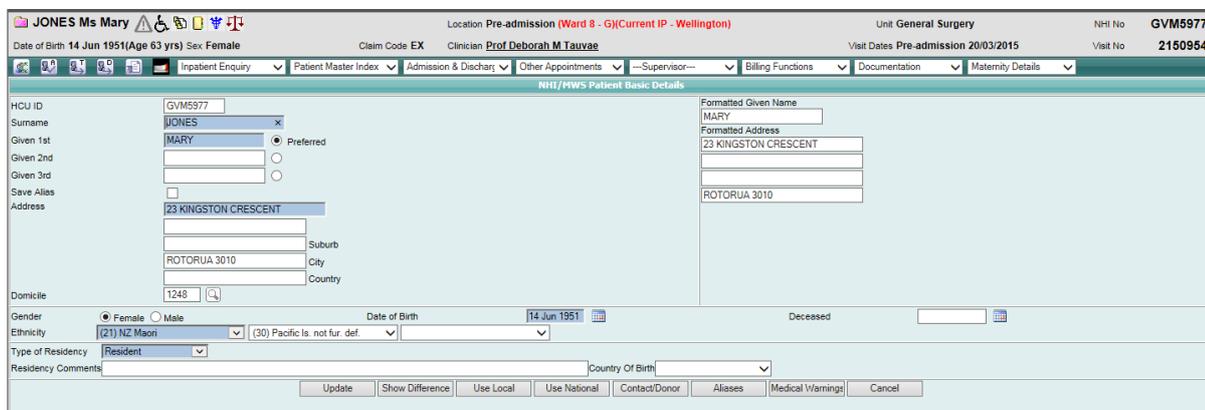
2. Click the **Show Difference** button to show details of the NHI and local database side by side.

Field	National Value - 10 Mar 2015	Local Value - 10 Mar 2015
HCU ID	GVM5977	
Surname	SMITH	JONES
Given 1st	MARY	MARY
Given 2nd		
Given 3rd		
Preferred	1	1
Address	23 KINGSTON CRESCENT	23 KINGSTON CRESCENT
Suburb		
City	ROTORUA 3010	ROTORUA 3010
Country		
Date of Birth	14 Jun 1951	14 Jun 1951
Deceased		
Domicile	1248	1248
Resident	Y	Y
Ethnicity 1	NZ Maori	NZ Maori
Ethnicity 2	Pacific Is. not fur. def.	Pacific Is. not fur. def.
Ethnicity 3		
Gender	F	F

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- Compare the details and decide whether to **Use National** or **Use Local** details, depending on which are more accurate. The date each system was last updated is at the head of each system column.



JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

NHI/MWS Patient Basic Details

HCU ID: GVM5977
 Surname: JONES
 Given 1st: MARY (Preferred)
 Given 2nd:
 Given 3rd:
 Save Alias:
 Address: 23 KINGSTON CRESCENT
 Suburb:
 City: ROTORUA 3010
 Country:
 Domicile: 1248

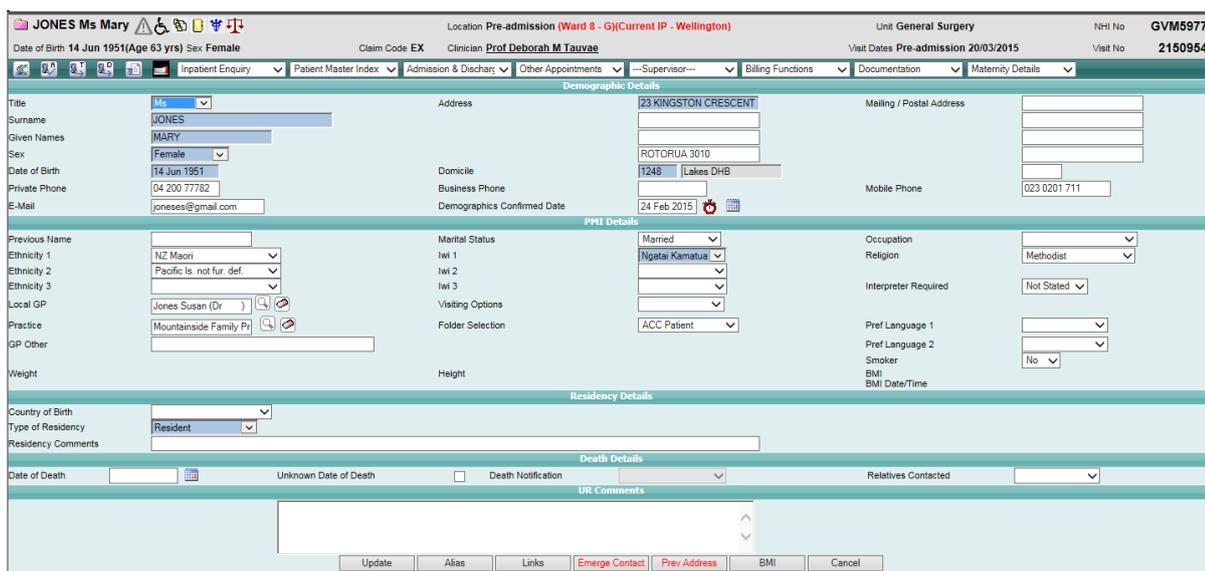
Formatted Given Name: MARY
 Formatted Address: 23 KINGSTON CRESCENT
 ROTORUA 3010

Gender: Female (Selected) Male
 Date of Birth: 14 Jun 1951
 Deceased:
 Ethnicity: (21) NZ Maori (30) Pacific Is. not fur. def

Type of Residency: Resident
 Residency Comments:
 Country of Birth:
 Update Show Difference Use Local Use National Contact/Donor Aliases Medical Warnings Cancel

- Click **Update**.

The Updated NHI details will be displayed in the Patient Demographic details also.



JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Demographic Details

Title: Ms
 Surname: JONES
 Given Names: MARY
 Sex: Female
 Date of Birth: 14 Jun 1951
 Private Phone: 04 200 77782
 E-Mail: joneses@gmail.com
 Address: 23 KINGSTON CRESCENT
 Mailing / Postal Address:
 Domicile: 1248 (Lakes DHB)
 Business Phone:
 Mobile Phone: 023 0201 711
 Demographics Confirmed Date: 24 Feb 2015

PMI Details

Previous Name:
 Marital Status: Married
 Occupation:
 Ethnicity 1: NZ Maori
 Ethnicity 2: Pacific Is. not fur. def
 Ethnicity 3:
 Local GP: Jones Susan (Dr)
 Practice: Mountainside Family Pt
 GP Other:
 Weight:
 Height:
 Religion: Methodist
 Interpreter Required: Not Stated
 Pref Language 1:
 Pref Language 2:
 Smoker: No
 BMI:
 BMI Date/Time:
 Country of Birth:
 Type of Residency: Resident
 Residency Comments:
 Date of Death:
 Unknown Date of Death:
 Death Notification:
 Relatives Contacted:
 UIR Comments:
 Update Alias Links Emerge Contact Prev Address BMI Cancel

- Click **Update**.

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3.5 Previous Address Information

3.5.1 Viewing Previous Addresses

When updating patient address details, the system provides users with the option to archive the old address.

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

Note: The Prev Address button text displays in red, indicating that Previous Address records exist.

3. Click **Prev Address**.

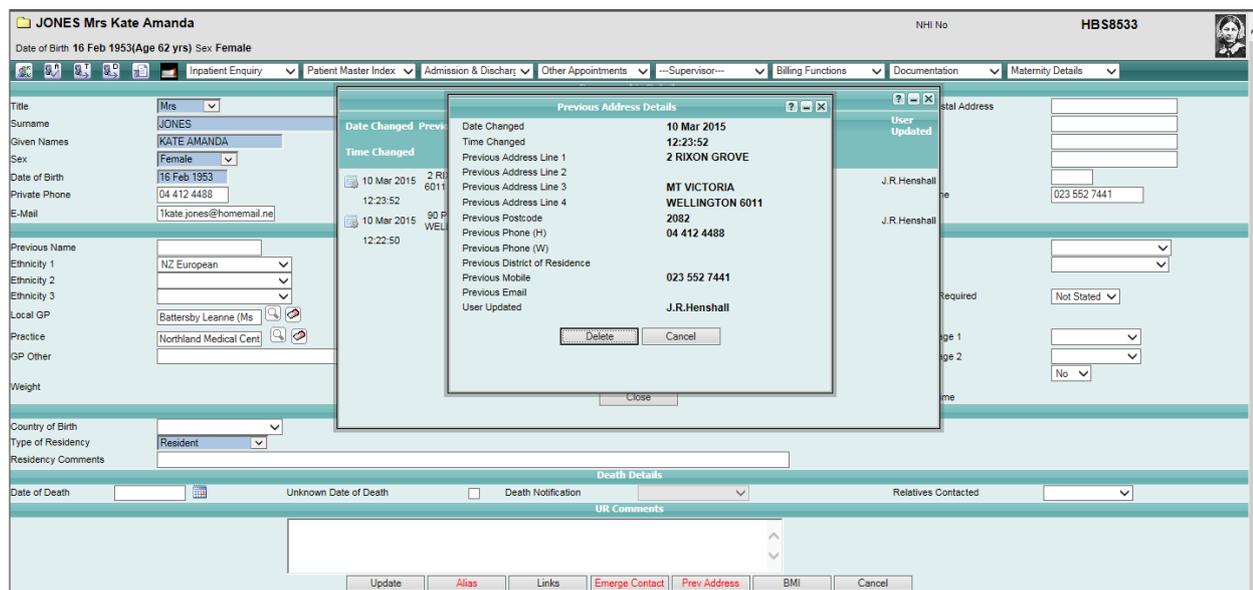
The patients Previous Address List will display.

Date Changed	Previous Address	Previous Phone (H)	Previous Phone (W)	Previous Mobile	User Updated
10 Mar 2015 12:23:52	2 RIXON GROVE MT VICTORIA WELLINGTON 6011 2092	04 412 4488		023 552 7441	J.R.Henshall
10 Mar 2015 12:22:50	90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON 2203	04 412 4488		023 552 7441	J.R.Henshall

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Click the icon beside a Previous Address record to view the details.



JONES Mrs Kate Amanda NHI No: HBS8533

Date of Birth: 16 Feb 1953 (Age 62 yrs) Sex: Female

Title: Mrs
Surname: JONES
Given Names: KATE AMANDA
Sex: Female
Date of Birth: 16 Feb 1953
Private Phone: 04 412 4488
E-Mail: kate.jones@homemail.ne

Previous Name: [Empty]
Ethnicity 1: NZ European
Ethnicity 2: [Empty]
Ethnicity 3: [Empty]
Local GP: Battersby Leanne (Ms)
Practice: Northland Medical Cent
GP Other: [Empty]
Weight: [Empty]
Country of Birth: [Empty]
Type of Residency: Resident
Residency Comments: [Empty]

Previous Address Details

Date Changed	Time Changed	Details
10 Mar 2015	12:23:52	2 RIXON GROVE MT VICTORIA WELLINGTON 6011
10 Mar 2015	12:22:50	2082 04 412 4488 023 552 7441 J.R.Henshall

Buttons: Delete, Cancel, Close

Death Details: Date of Death, Unknown Date of Death, Death Notification, Relatives Contacted

UR Comments: [Empty]

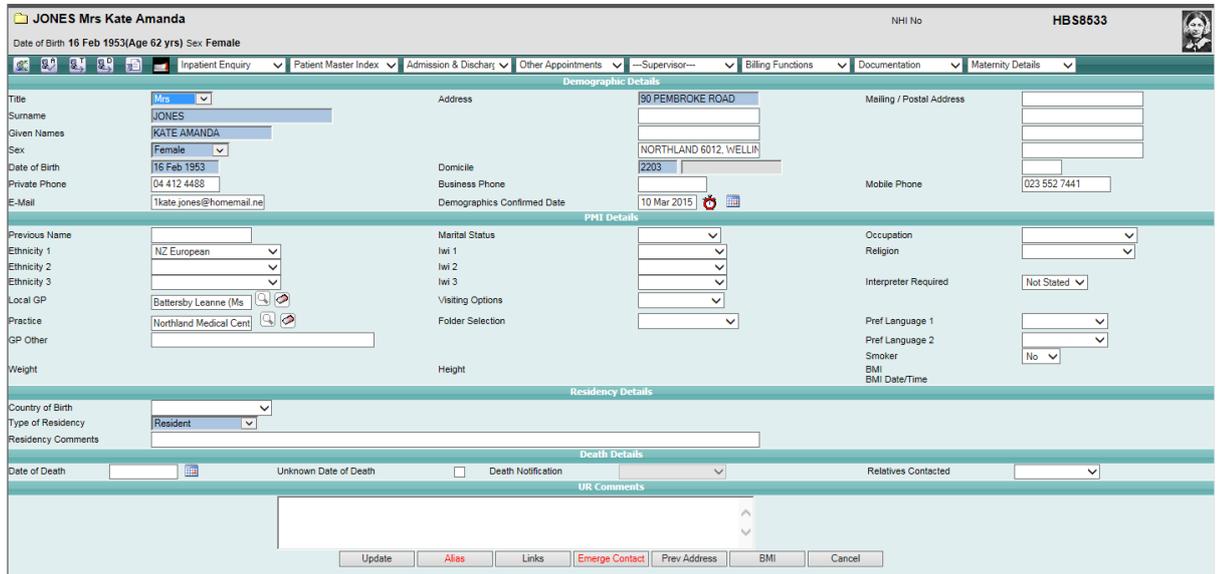
Buttons: Update, Alias, Links, **Emergent Contact**, **Prev Address**, BMI, Cancel

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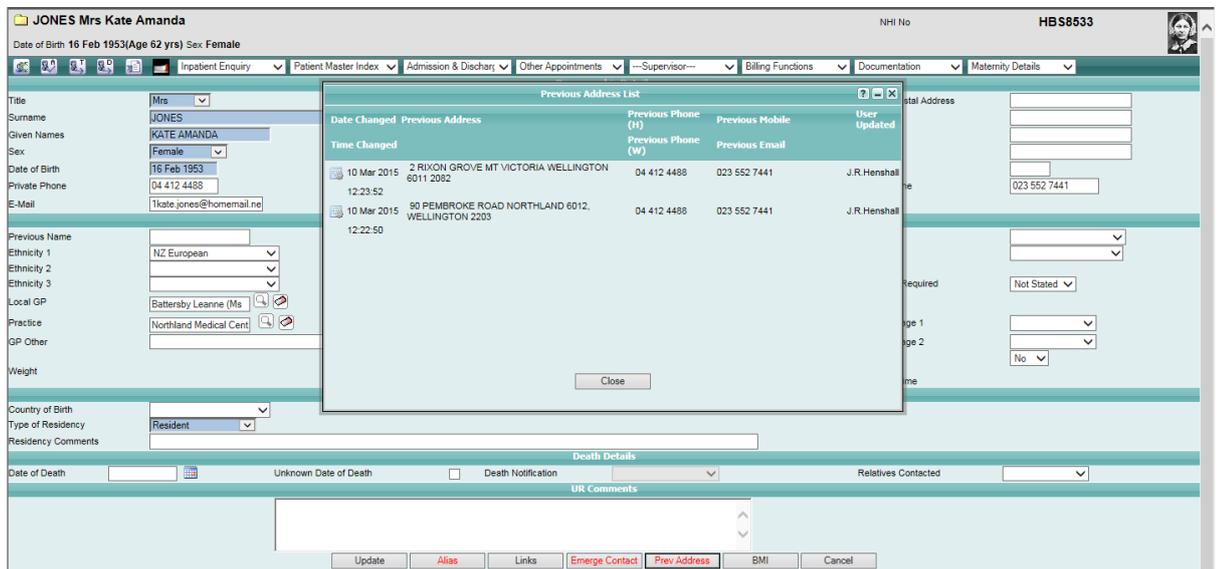
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3.5.2 Deleting a Previous Address

1. Locate the required patient.
2. Select **Change Patient Details** from the appropriate patient level drop down menu.



3. Click the **Prev Address** button.

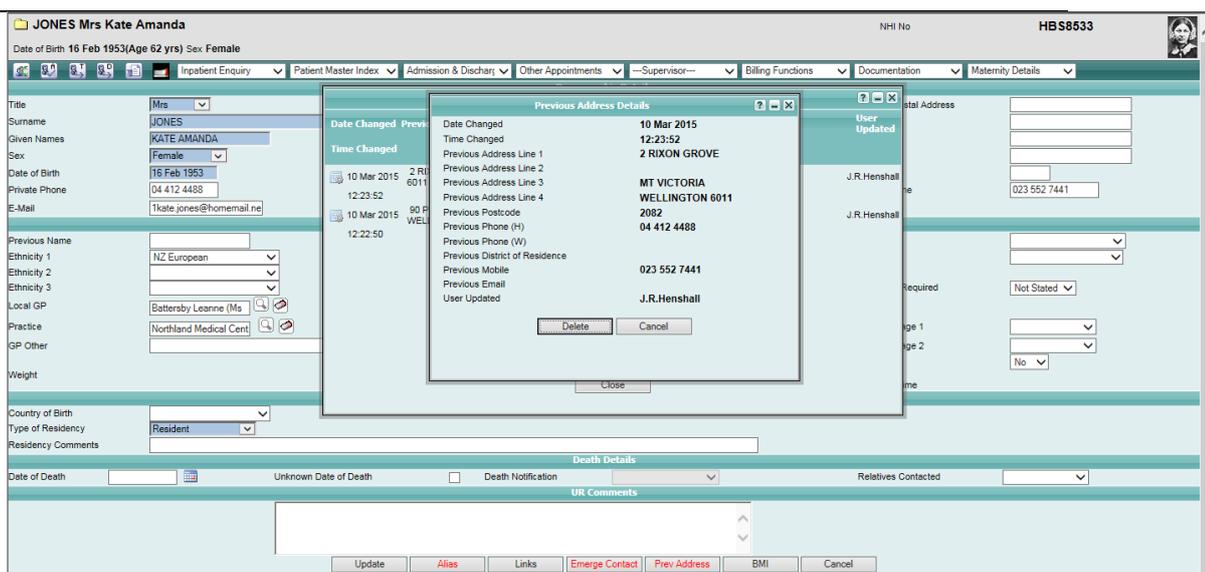


Date Changed	Previous Address	Previous Phone (H)	Previous Phone (W)	Previous Mobile	Previous Email	User Updated
10 Mar 2015 12:23:52	2 RIXON GROVE MT VICTORIA WELLINGTON 6011 2092	04 412 4488		023 552 7441	J.R.Henshall	
10 Mar 2015 12:22:50	90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON 2203	04 412 4488		023 552 7441	J.R.Henshall	

4. Click the icon beside a Previous Address record.

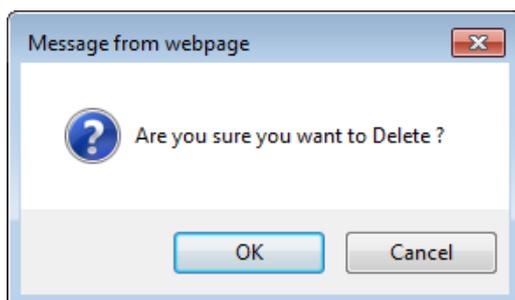
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5. Click **Delete**.

The following confirmation message will display.



6. Click **OK** to delete the Previous Address record.

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3.6 Previous GP and Practice Information

3.6.1 Viewing Previous GP's and Practices

When updating patient GP and Practice details, the system provides users with the option to archive the old GP information.

1. Locate the required patient.
2. Select **Update Patient Details** from the appropriate patient level drop down menu.

Note: The Prev GP button text displays in red indicating that Previous GP records exist.

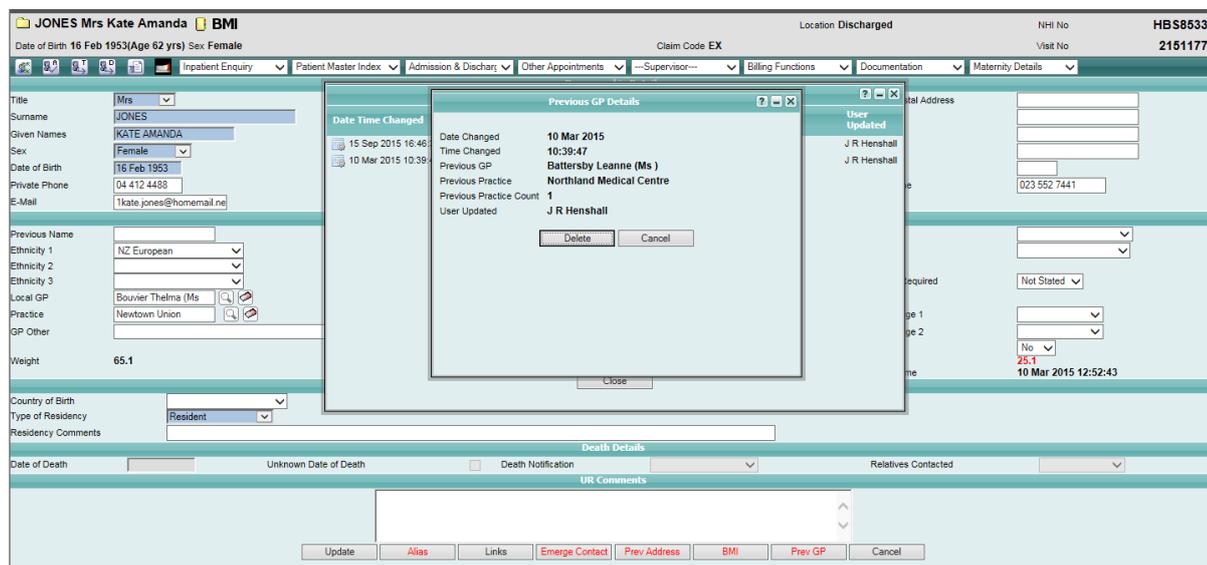
3. Click **Prev GP**.

The patients Previous GP Details List will display.

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Click the icon beside a Previous GP record to view the details.



The screenshot displays a patient record for **JONES Mrs Kate Amanda** (BMI). The patient's details include: Date of Birth 16 Feb 1953 (Age 62 yrs), Sex Female, Surname JONES, Given Names KATE AMANDA, and Local GP Bouvier Thelma (Ms) at Newtown Union. A 'Previous GP Details' dialog box is open, showing the following information:

- Date Changed: 10 Mar 2015
- Time Changed: 10:39:47
- Previous GP: Battersby Leanne (Ms)
- Previous Practice: Northland Medical Centre
- Previous Practice Count: 1
- User Updated: J R Henshall

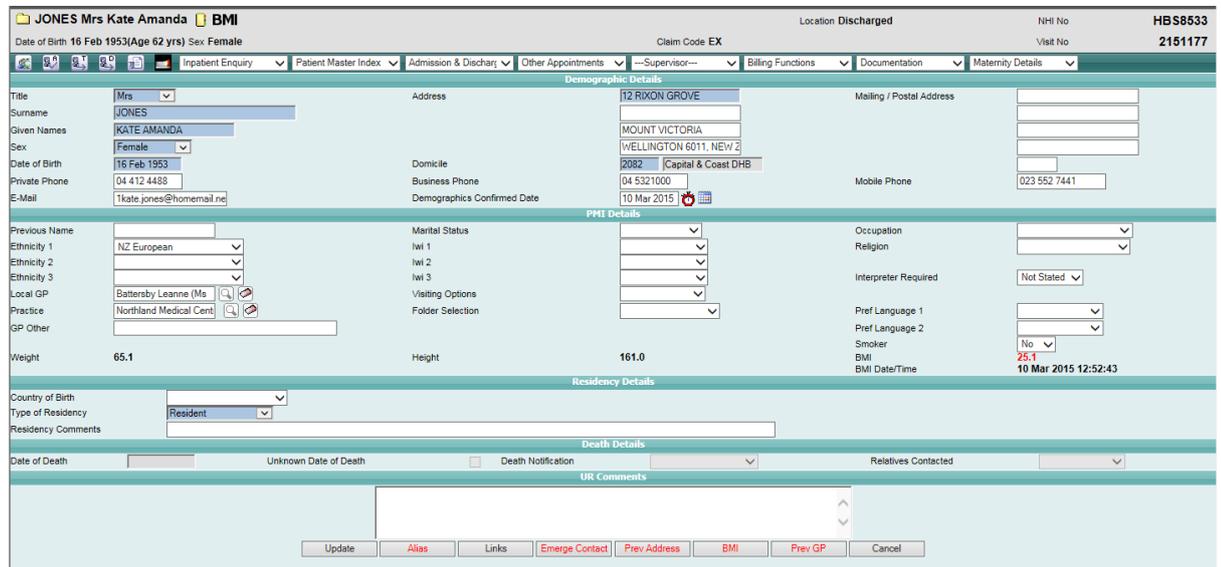
The dialog box includes 'Delete' and 'Cancel' buttons. The background interface shows various tabs like 'Inpatient Enquiry', 'Patient Master Index', and 'Admission & Discharge'. At the bottom, there are buttons for 'Update', 'Alias', 'Links', 'Emerge Contact', 'Prev Address', 'BMI', 'Prev GP', and 'Cancel'.

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3.6.2 Deleting a Previous GP and Practice

1. Locate the required patient.
2. Select **Change Patient Details** from the appropriate patient level drop down menu.



JONES Mrs Kate Amanda BMI Location Discharged NHI No **HB8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female Claim Code EX Visit No **2151177**

Demographic Details

Title: Mrs Address: 12 RIXON GROVE Mailing / Postal Address: []
 Surname: JONES Given Names: KATE AMANDA MOUNT VICTORIA
 Sex: Female Date of Birth: 16 Feb 1953 Domicile: 2082 (Capital & Coast DHB) WELLINGTON 6011, NEW Z
 Private Phone: 04 412 4488 Business Phone: 04 532 1000 Mobile Phone: 023 552 7441
 E-Mail: tkate.jones@homemail.ne Demographics Confirmed Date: 10 Mar 2015

PMI Details

Previous Name: [] Marital Status: [] Occupation: []
 Ethnicity 1: NZ European Iwi 1: [] Religion: []
 Ethnicity 2: [] Iwi 2: [] Interpreter Required: Not Stated
 Ethnicity 3: [] Iwi 3: [] Pref Language 1: []
 Local GP: Battersby Leanne (Ms) Visiting Options: [] Pref Language 2: []
 Practice: Northland Medical Cent Folder Selection: [] Smoker: No
 GP Other: [] BMI: 25.1 BMI Date/Time: 10 Mar 2015 12:52:43

Weight: 65.1 Height: 161.0

Residency Details

Country of Birth: [] Type of Residency: Resident
 Residency Comments: []

Death Details

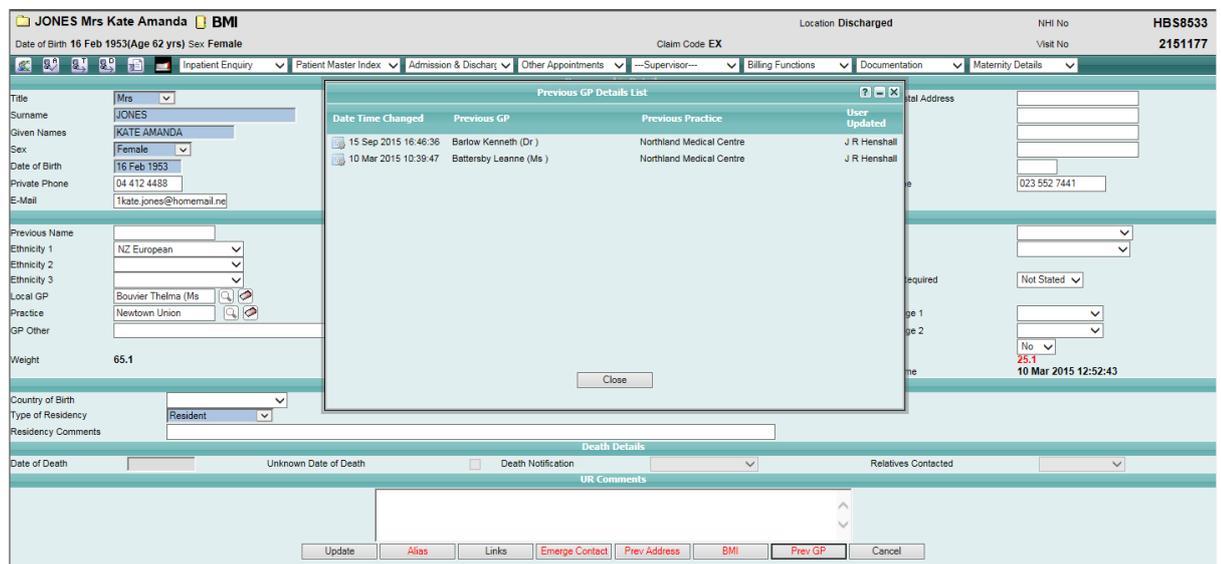
Date of Death: [] Unknown Date of Death: [] Death Notification: [] Relatives Contacted: []

UR Comments

[]

Update Alias Links Emerge Contact Prev Address BMI Prev GP Cancel

3. Click the **Prev GP** button.



JONES Mrs Kate Amanda BMI Location Discharged NHI No **HB8533**
 Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female Claim Code EX Visit No **2151177**

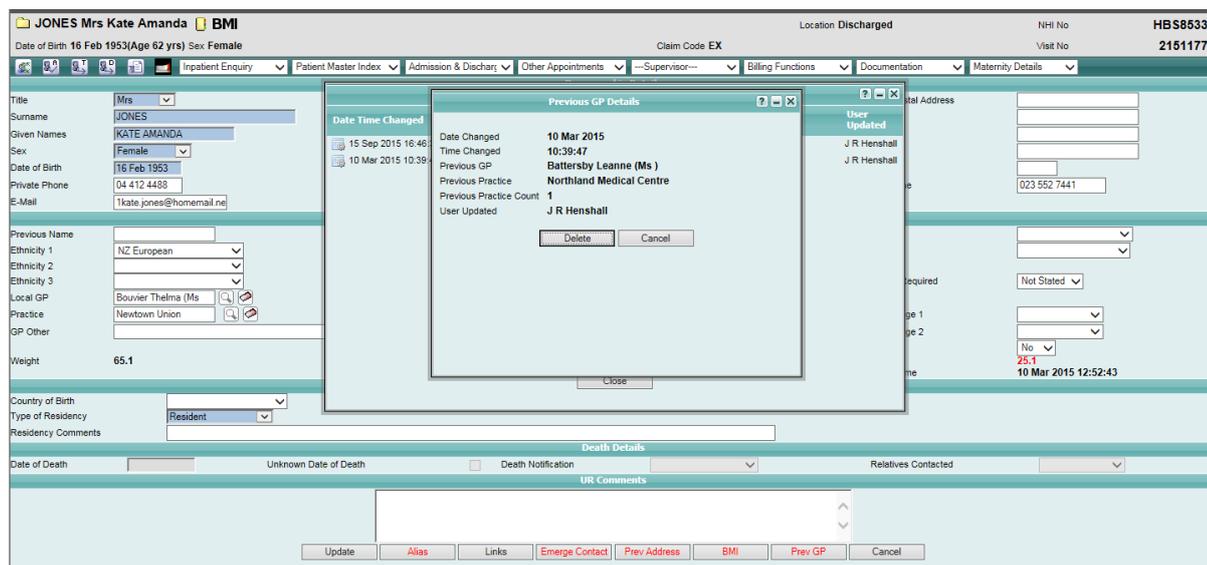
Previous GP Details List

Date Time Changed	Previous GP	Previous Practice	User Updated
15 Sep 2015 16:46:36	Barlow Kenneth (Dr)	Northland Medical Centre	J R Henshall
10 Mar 2015 10:39:47	Battersby Leanne (Ms)	Northland Medical Centre	J R Henshall

Close

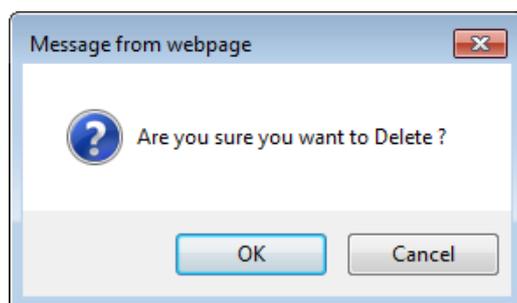
Update Alias Links Emerge Contact Prev Address BMI Prev GP Cancel

- Click the icon beside a Previous GP record.



- Click **Delete**.

The following confirmation message will display.



- Click **OK** to delete the Previous GP record.

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3.7 Temporary Numbers

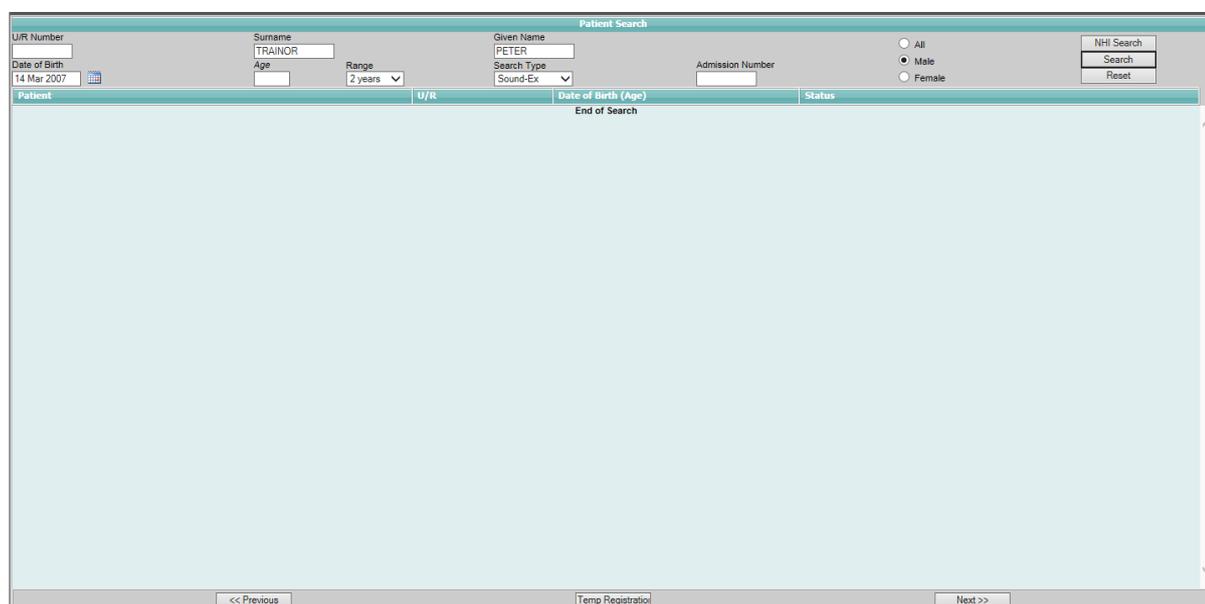
If the NHI is unavailable for any reason and a new registration is required, a Temporary Number will be allocated to the patient.

The Temporary number takes the form of T-99999.

Alternatively, a temporary number can be manually created after doing a Patient Search and the patient not being found.

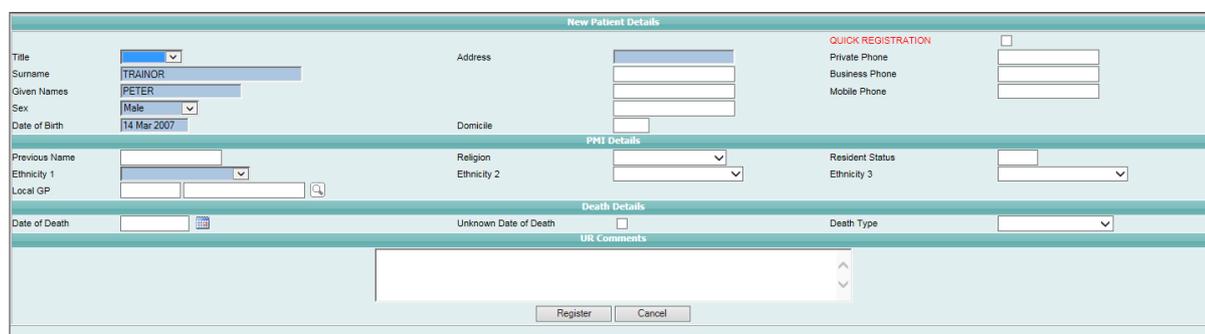
3.7.1 Adding a Temporary Number

1. Perform a Patient Search.



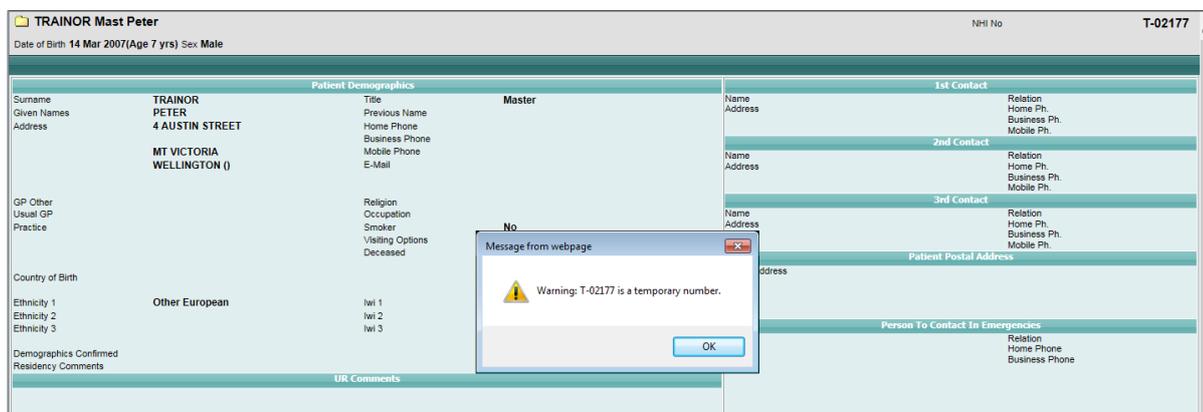
2. Click **Temp Registration**.

The New Patient Details template will display without the NHI number field.



3. Complete the fields.
4. Click **Register**.

The Patient Demographic template will display in a read-only format with the automatically allocated temporary number at the top of the patient header.



TRAINOR Mast Peter NHI No: T-02177

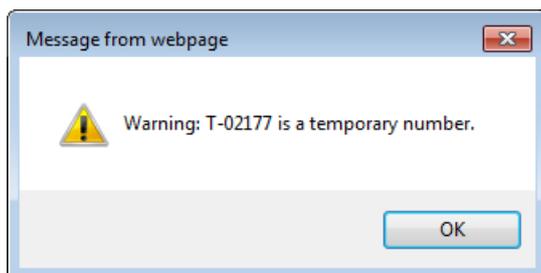
Date of Birth: 14 Mar 2007 (Age 7 yrs) Sex: Male

Patient Demographics		1st Contact	
Surname	TRAINOR	Name	Relation
Given Names	PETER	Address	Home Ph.
Address	4 AUSTIN STREET		Business Ph.
	MT VICTORIA		Mobile Ph.
	WELLINGTON ()		
GP Other			
Usual GP			
Practice			
Country of Birth			
Ethnicity 1	Other European		
Ethnicity 2			
Ethnicity 3			
Demographics Confirmed			
Residency Comments			
UR Comments			

Warning: T-02177 is a temporary number.

3.7.2 Accessing a Temporary Number

Every time a patient who has a Temporary Number is accessed a warning is displayed.



1. Click **OK** to continue to access the patient.

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3.7.3 Allocating an NHI Number to a Temporary Number

1. Select the **Temporary NHI List** from the appropriate hospital level drop down menu.

A list of all Temporary Numbers in the system is displayed.

Temp Number	Patient Name	Date of Birth	Age	Sex
T-02150	SMITH Miss Joanne	09 Oct 2008	6	Female
T-02151	TOSSEY Miss Drop	20 Apr 1939	75	Male
T-02156	BEE James	01 Jan 1980	35	Male
T-02157	PRIMHD Mr Testone	01 Jan 1970	45	Male
T-02158	WHITE Miss Snow Cinderella	03 Feb 1967	48	Female
T-02160	MUNSTER Herman	03 Feb 1967	48	Male
T-02161	RUBBLE Mr Barney	03 Feb 1967	48	Male
T-02162	CANDISH Mrs Lorraine	29 Apr 1949	65	Female
T-02163	MATTHEWS Ms Susan	15 Apr 1975	39	Female
T-02165	WOZNIAKI Miss Calvin	15 Oct 2001	13	Male
T-02166	PETERSON Miss Sarah	12 Aug 1976	38	Female
T-02170	JONES Ms Kate Annabel	14 Aug 1972	42	Female
T-02171	VEGETABLE Miss carrot pea	18 Dec 2011	3	Female
T-02172	MOUSE Mr Graham	31 Aug 2002	12	Male
T-02173	TEST test	01 Jan 1900	115	Unknown
T-02174	STARKEY Graham	23 Jul 2004	10	Male
T-02175	JONES Lady Kate	15 May 1988	26	Female
T-02176	PINK Mr Adrian Graham	29 Mar 1999	15	Male
T-02177	TRAINOR Mast Peter	14 Mar 2007	7	Male

2. Select the **Temporary NHI** that is to be assigned an NHI Number.
3. A **NHI Search** screen displays with the patient details from the Temporary Number defaulted into the Search criteria.

Temp No	Patient	Age	Sex
T-02150	SMITH Miss Joanne	6	Female
T-02151	TOSSEY Miss Drop	75	Male
T-02156	BEE James	35	Male
T-02157	PRIMHD Mr Testone	45	Male
T-02158	WHITE Miss Snow Cinderella	48	Female
T-02160	MUNSTER Herman	48	Male
T-02161	RUBBLE Mr Barney	48	Male
T-02162	CANDISH Mrs Lorraine	65	Female
T-02163	MATTHEWS Ms Susan	39	Female
T-02165	WOZNIAKI Miss Calvin	13	Male
T-02166	PETERSON Miss Sarah	38	Female
T-02170	JONES Ms Kate Annabel	42	Female
T-02171	VEGETABLE Miss carrot pea	3	Female
T-02172	MOUSE Mr Graham	12	Male
T-02173	TEST test	115	Unknown
T-02174	STARKEY Graham	10	Male
T-02175	JONES Lady Kate	26	Female
T-02176	PINK Mr Adrian Graham	15	Male
T-02177	TRAINOR Mast Peter	7	Male

NHI/MWS Patient Search	
National Health Index Search	
HCU ID	Surname
HCU ID	TRAINOR
Date of Birth	Given Name
14 Mar 2007	PETER
Age	Registration
7	Search
Range	Reset
2 years	
Search Type	
Sound-Ex	
<input type="radio"/> Unknown <input checked="" type="radio"/> Male <input type="radio"/> Female	
NMPI No	Patient
	Records Remaining 000
<< Previous	Next >>

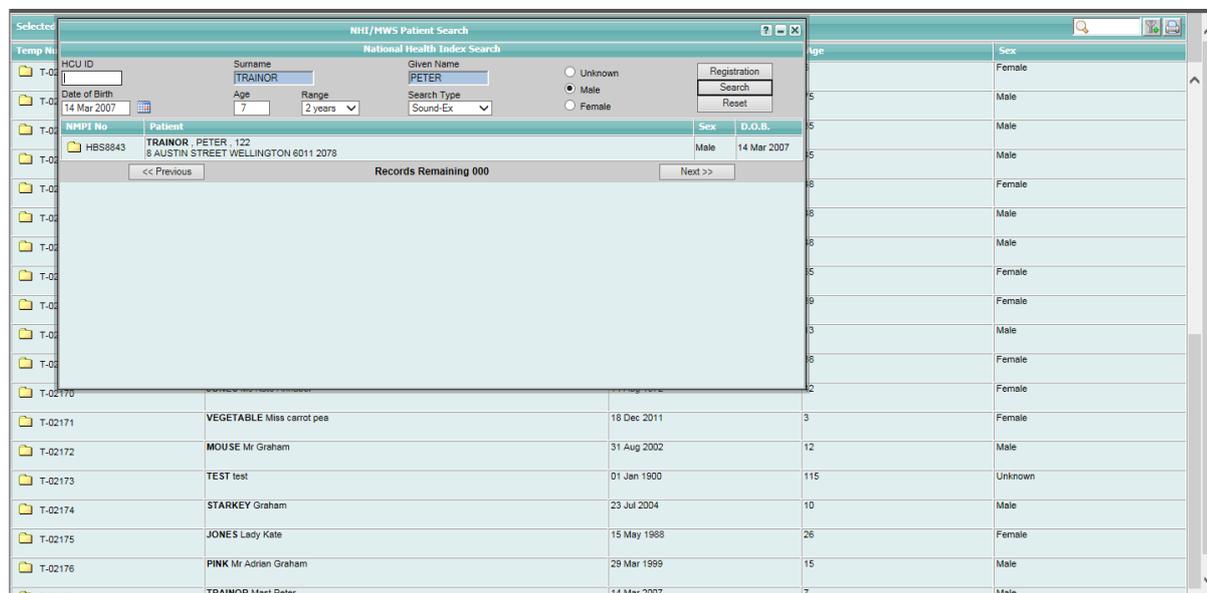
4. Check search criteria are complete. Click **Search**.

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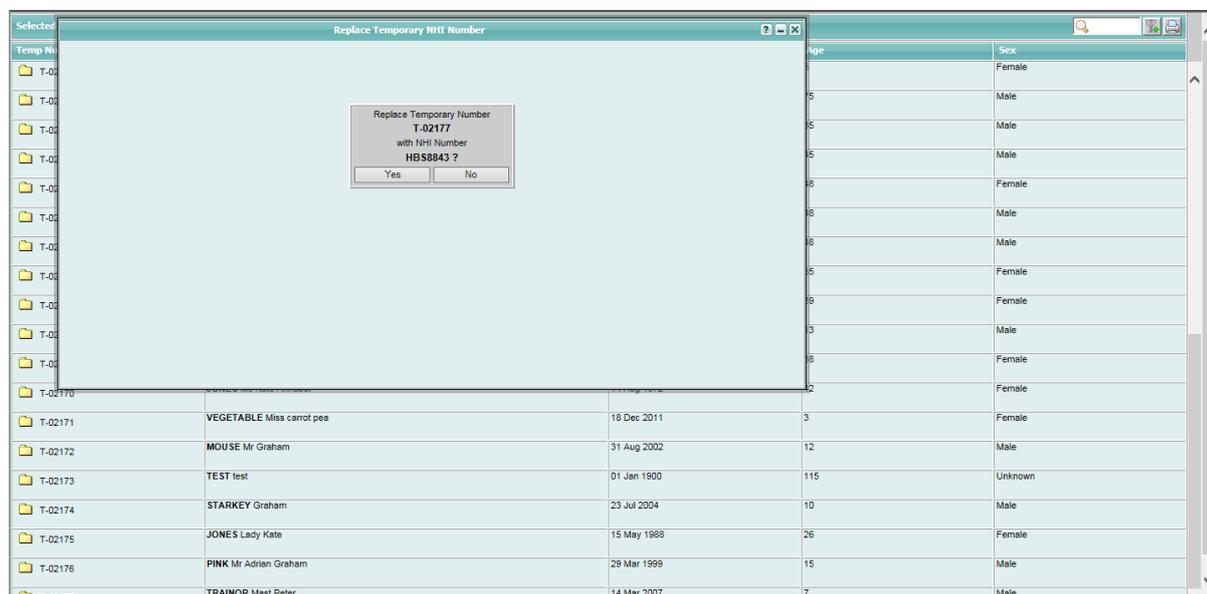
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If the NHI Number required is displayed **select** the patient and register the patient on the local system.

If the NHI Number required is not displayed click **Registration** and register the patient on the NHI.



- When a NHI Number is selected a message advising the Temporary Number will be replaces with the NHI Number is displayed.

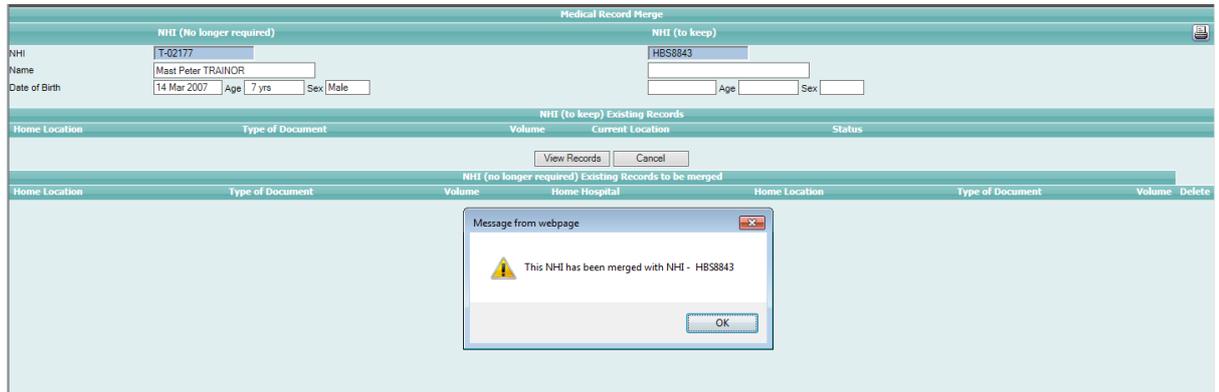


- Click **Yes**.

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A message advising the number has been merged is displayed.



The screenshot shows the 'Medical Record Merge' interface. At the top, there are two columns for NHI (No longer required) and NHI (to keep). The 'No longer required' column contains NHI T-02177, Name Mast Peter TRAINOR, and Date of Birth 14 Mar 2007. The 'to keep' column contains NHI HB58843. Below this are two tables: 'Existing Records' and 'Existing Records to be merged'. A modal dialog box titled 'Message from webpage' is displayed in the center, containing a warning icon and the text: 'This NHI has been merged with NHI - HB58843'. An 'OK' button is at the bottom of the dialog.

7. Click **OK**.

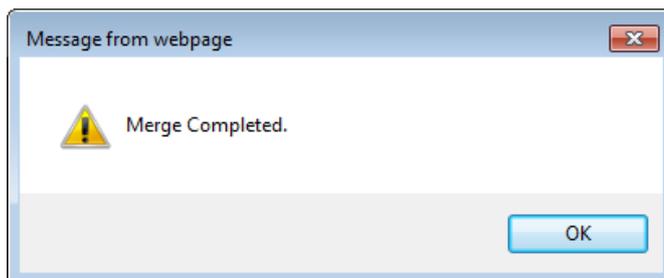
The Medical Record Merge screen displays.



The screenshot shows the 'Medical Record Merge' interface after the first message is dismissed. The 'Existing Records' table now has a 'View Records' button. The 'Existing Records to be merged' table now has 'Merge' and 'Cancel' buttons. The NHI fields are still populated with the same information as in the previous screenshot.

8. Click **Merge**.

A message advising **Merge Completed** is displayed.



The screenshot shows a modal dialog box titled 'Message from webpage'. It contains a warning icon and the text: 'Merge Completed.'. An 'OK' button is located at the bottom right of the dialog.

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The patient demographics displays with the NHI Number in the patient header.

Patient Demographics				1st Contact	
Surname	TRAINOR	Title	Master	Name	Relation
Given Names	PETER	Previous Name		Address	Home Ph.
Address	8 AUSTIN STREET	Home Phone			Business Ph.
	WELLINGTON 6011 (2078)	Business Phone			Mobile Ph.
		Mobile Phone			
		E-Mail			
GP Other		Religion			
Usual GP		Occupation			
Practice		Smoker	No		
		Visiting Options	No ()		
		Deceased			
Country of Birth					
Ethnicity 1	Other European	Iwi 1	-		
Ethnicity 2		Iwi 2	-		
Ethnicity 3		Iwi 3	-		
Demographics Confirmed					
Residency Comments					
UR Comments					

3.7.4 Viewing Merged Numbers

1. Locate the required patient.
2. Select **View Merges** from the appropriate patient level drop down menu.

A list of **Merged Records** for the patient is displayed. This includes merges to Temporary Numbers.

Merged Records				
Old NHI Number	Old NHI Created Date	Old NHI Created By	Merge Requested Date	Merge Requested By
T-02177	10 Mar 2015	J.R.Henshall	10 Mar 2015	J.R.Henshall

4 Patient Alerts / Medical Warnings

There are 2 Patient Alert systems available in the webPAS system. Patient Alerts which are a coded system specific to the Local system, and the Medical Warnings on the NHI, which is specific to New Zealand.

- Medical Warnings are held at the NHI and are available to all applications that connect to the NHI/MWS system at the Ministry of Health.

Note: Remember that users will only be able to view and add Alerts to which they have access via the Alert Levels within their Security Id account.

Alerts are used to flag potential dangers to a patient, such as a food allergy.

The patient banner will display an alert  icon indicating presence of one or more alerts. Alerts include the following features:

- Alerts are native to webPAS and are held on the local database only.
- Alerts are rich with up to 9 sub-types of information.
- Alerts are protected by security levels, so that only authorised personnel can view or modify the information.

Alerts are useful for maintaining sensitive information locally, such as details of drug abuse or infectious diseases, and for providing a greater level of detail.

When alerts are created, it is important to consider whether it is appropriate for the information to be shared by all users.

The alert  icon is also a link the patient Alerts screen.

The webPAS enables users to manage alerts by:

- Adding Alerts
- Viewing Alerts
- Updating Alerts
- Linking documents to an Alert
- Deleting Alerts

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The table below details the fields that may be seen on Alert screens in webPAS and how each should be used.

Field	Type of Alert	Mandatory	Validation
Alert	All	Yes	The coded field for the type of alert being entered. Example: For Allergic Alert, Disease Alert, Disability Alert.
Date Activated	All	Yes	The date that the alert becomes active.
Next Review Date	All	No	The date on which the alert should be reviewed.
End Date	All	No	The date that the alert ends. If there is a date in this field then the alert is no longer active at this date, therefore the system will deactivate the alert icon from the patient banner and labels.
Infection Status	All	No	Select from the drop down list.
Site	All	No	Enter the site of the infection.
Severity Level	All	No	The severity of the alert, 0: Not severe, 9: Life threatening.
Reaction Comment/lab. No	All	No	Comments relating to the alert.

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The table below details the fields that may be seen on NHI/MWS Medical Warnings screens in webPAS and how each should be used.

Field	Type of Alert	Mandatory	Validation
Severity	All	Yes	Warning will default and is the only option available.
Date of Onset	All	Yes	Enter the date of onset of the Medical Warning.
Warning Description	All	Yes	Enter a free text description of the Medical Warning
Doctor Code	All	No	Enter a Doctor code.
Coding System	All	No	Enter a Coding system from the drop down.
Code	All	No	Enter the corresponding code from the Coding System.

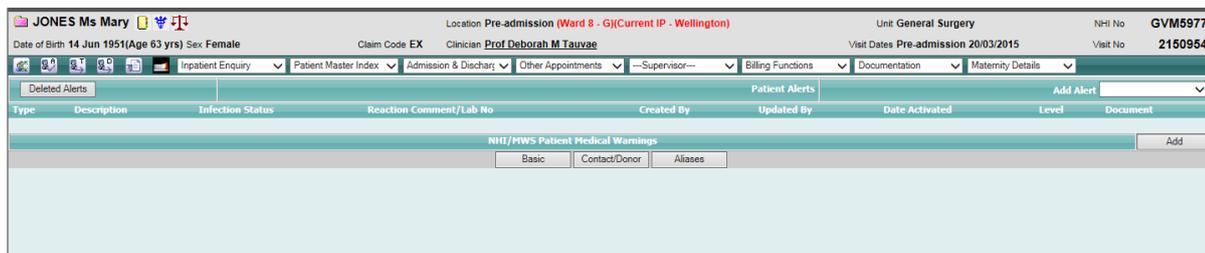
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4.1 Adding an Alert

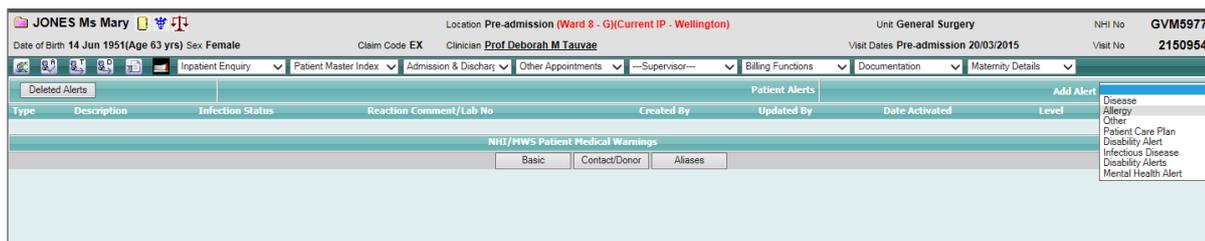
1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alert screen will display.

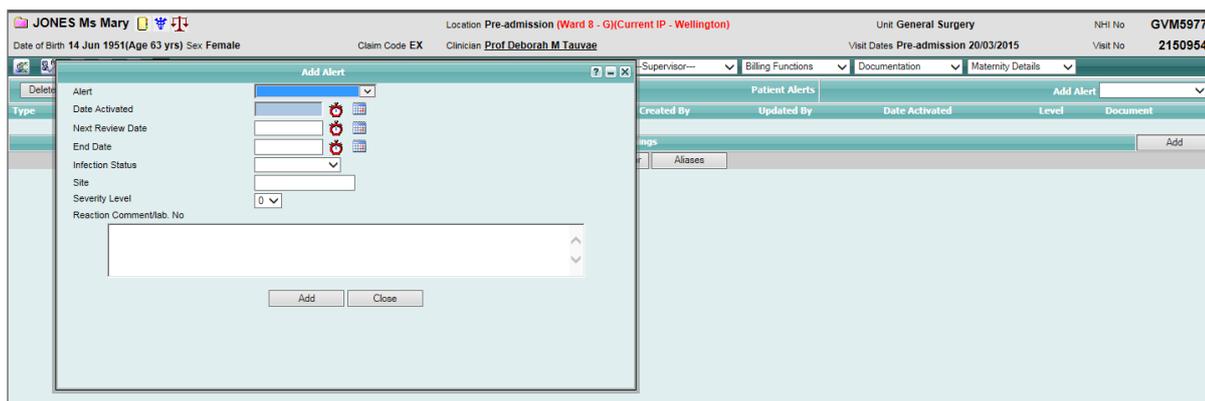


The screen is made up of 2 sections. The local Patient Alerts appear in the top and below them the Medical Warnings from the NHI/MWS display.

3. Select a value from the **Add Alert** drop down list.



The Add Alert screen will display.



4. Select a value from the **Alert** drop down list.
5. Enter the **Date Activated**.
6. Enter the **Next Review Date**.
7. Select a value from the **Infection Status** drop down list, if relevant to the alert.
8. Record the **Site** of the infection, if relevant to the alert.

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9. Select an appropriate **Severity Level** for the alert.

In the case of an allergy alert, the patient may suffer from an allergic reaction to shellfish with a potential for anaphylactic shock.

10. Specify a **Reaction Comment** and **Lab. No.** if appropriate (free- text field).

11. Click **Add**.

The Patient Alerts screen will display the new record.



Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Allergy	Morphine			J.R.Henshall		02 Mar 2015	0	No

NHI/MWS Patient Medical Warnings

Basic Contact/Donor Allises Add

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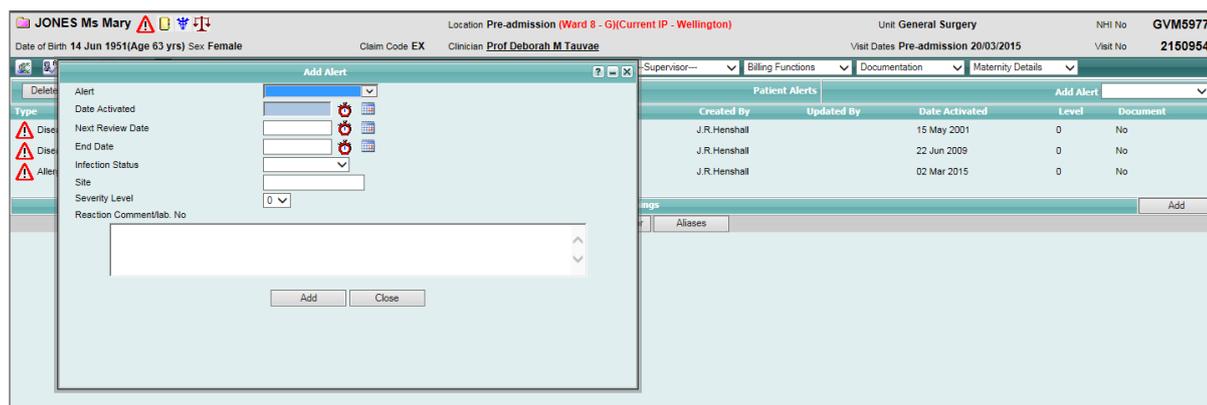
4.1.1 Adding a Duplicate Alert

In some cases, the system may allow users to enter duplicate active alerts. To enable duplicate alerts, indicators must be configured for the Alert Category/Code.

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.
3. The Patient Alert screen will display.

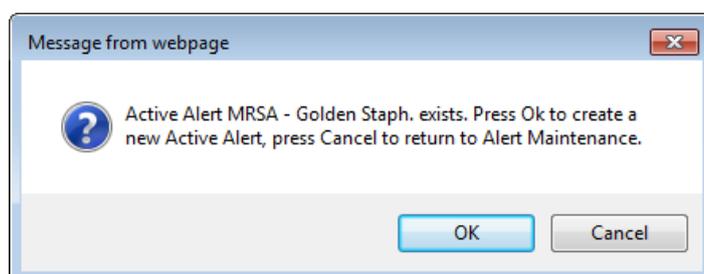


4. Select a value from the **Add Alert** drop down list.



5. Complete the fields.
6. Click **Add**.

The following warning message will display.



7. Click **OK**.

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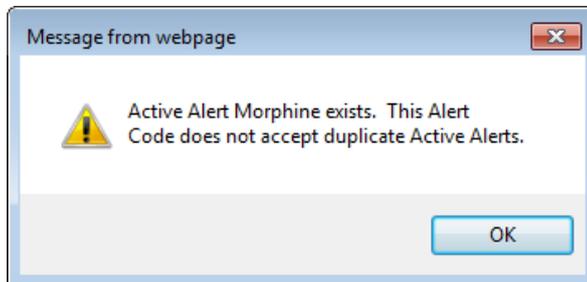
The duplicate alerts will display on the Patient Alert screen.



The screenshot shows the Patient Alerts screen for patient JONES Ms Mary. The interface includes a header with patient details and a table of alerts. The table has columns for Type, Description, Infection Status, Reaction Comment/Lab No, Created By, Updated By, Date Activated, Level, and Document. There are three alerts listed: two for MRSA - Golden Staph. and one for Morphine. Below the table is a section for NHI/MWS Patient Medical Warnings with buttons for Basic, Contact/Donor, Allises, and Add.

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
⚠ Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
⚠ Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
⚠ Allergy	Morphine			J.R.Henshall		02 Mar 2015	0	No

If an attempt is made to add a non-duplicate alert, the following error message will display.



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4.2 Viewing Alerts

Patients with one or more alerts will display the alert icon in the patient header.

Access privileges associated with the users Security ID will determine which alerts can be viewed.

1. Navigate to the required patient.

JONES Ms Mary

Location: Pre-admission (Ward 8 - GJ) Current IP - Wellington | Unit: General Surgery | NHI No: GVM5977

Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female | Claim Code: EX | Clinician: Prof Deborah M Tauvae | Visit Dates: Pre-admission 20/03/2015 | Visit No: 2150954

Patient Demographics				1st Contact	
Surname	JONES	Title	Ms	Name	Relation
Given Names	MARY	Previous Name		Address	Home Ph.
Address	23 KINGSTON CRESCENT	Home Phone	04 200 77782		Business Ph.
		Business Phone			Mobile Ph.
		Mobile Phone	023 0201 711	2nd Contact	
		E-Mail	joneses@gmail.com	Name	No
				Address	Relation
					Home Ph.
					Business Ph.
					Mobile Ph.
GP Other		Religion	Methodist	3rd Contact	
Usual GP	Jones Susan (Dr.)	Occupation		Name	Relation
Practice	Mountainside Family Practice	Smoker	No	Address	Home Ph.
		Visiting Options			Business Ph.
		Deceased	No ()		Mobile Ph.
Country of Birth				Patient Postal Address	
Ethnicity 1	NZ Maori	Iwi 1	NK -Ngatai Kamatua	Postal Address	
Ethnicity 2		Iwi 2	-		
Ethnicity 3		Iwi 3	-	Person To Contact In Emergencies	
Demographics Confirmed	24 Feb 2015			Name	Relation
Residency Comments				Address	Home Phone
					Business Phone

2. Click the alert icon in the patient banner, or
3. Select **Alerts** from the appropriate patient level drop down list.

The Alerts screen will display.

JONES Ms Mary

Location: Pre-admission (Ward 8 - GJ) Current IP - Wellington | Unit: General Surgery | NHI No: GVM5977

Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female | Claim Code: EX | Clinician: Prof Deborah M Tauvae | Visit Dates: Pre-admission 20/03/2015 | Visit No: 2150954

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine			J.R.Henshall		02 Mar 2015	0	No

NHI/MWS Patient Medical Warnings Add

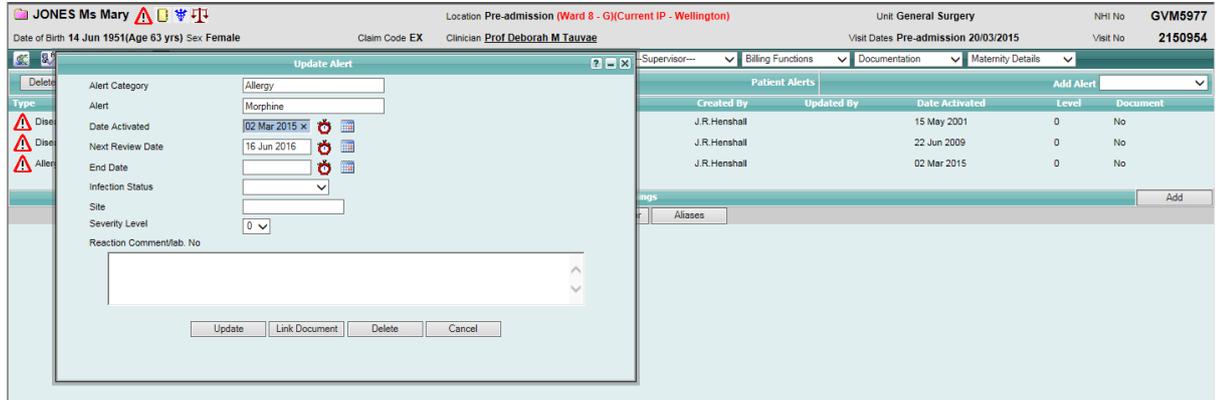
Basic Contact/Donor Aliases

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- Click the alert  icon beside the required record.

The Alert is displayed.



JONES Ms Mary     

Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Update Alert

Alert Category: Allergy
 Alert: Morphine
 Date Activated: 02 Mar 2015
 Next Review Date: 16 Jun 2016
 End Date:
 Infection Status:
 Site:
 Severity Level: 0
 Reaction Comment/Tab: No

Buttons: Update, Link Document, Delete, Cancel

Created By	Updated By	Date Activated	Level	Document
J.R.Henshall		15 May 2001	0	No
J.R.Henshall		22 Jun 2009	0	No
J.R.Henshall		02 Mar 2015	0	No

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4.3 Updating an Alert

1. Navigate to the required patient.

JONES Ms Mary

Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Patient Demographics

Surname: JONES	Title: Ms
Given Names: MARY	Previous Name: 04 200 77782
Address: 23 KINGSTON CRESCENT	Home Phone: 023 0201 711
Address: ROTORUA 3010 (1248) Lakes DHB	Business Phone: joneses@gmail.com
Address: ROTORUA 3010 (1248) Lakes DHB	Mobile Phone: 023 0201 711
Address: ROTORUA 3010 (1248) Lakes DHB	E-Mail: joneses@gmail.com
GP Other: Jones Susan (Dr)	Religion: Methodist
Usual GP Practice: Mountainside Family Practice	Occupation: No
	Smoker: No
	Voting Options: No ()
	Deceased: No ()
Country of Birth:	
Ethnicity 1: NZ Maori	Iwi 1: NK -Ngatai Kamatua
Ethnicity 2:	Iwi 2:
Ethnicity 3:	Iwi 3:
Demographics Confirmed: 24 Feb 2015	
Residency Comments:	

1st Contact

Name:	Relation:
Address:	Home Ph:
	Business Ph:
	Mobile Ph:

2nd Contact

Name:	Relation:
Address:	Home Ph:
	Business Ph:
	Mobile Ph:

3rd Contact

Name:	Relation:
Address:	Home Ph:
	Business Ph:
	Mobile Ph:

Patient Postal Address

Postal Address:

Person To Contact In Emergencies

Name:	Relation:
Address:	Home Phone:
	Business Phone:

2. Click the alert icon in the patient banner, or
 3. Select **Alerts** from the appropriate patient level drop down list.
- The Alerts screen will display.

JONES Ms Mary

Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
	Disease	MRSA - Golden Staph.		J.R.Henshall		15 May 2001	0	No
	Disease	MRSA - Golden Staph.		J.R.Henshall		22 Jun 2009	0	No
	Allergy	Morphine		J.R.Henshall		02 Mar 2015	0	No

NHI/MWS Patient Medical Warnings

Basic Contact/Donor Aliases Add

4. Click the alert icon beside the required record.
5. The Alert is displayed.

JONES Ms Mary

Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951(Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Update Alert

Alert Category: Allergy

Alert: Morphine

Date Activated: 02 Mar 2015

Next Review Date: 16 Jun 2016

End Date:

Infection Status:

Site:

Severity Level: 0

Reaction Comment/Lab No:

Update Link Document Delete Cancel

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6. Update fields as required.

7. Click **Update**.

The updated details are displayed.

Deleted Alerts		Patient Alerts						
Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
	Disease		MRSA - Golden Steph.	J.R.Henshall		15 May 2001	0	No
	Disease		MRSA - Golden Steph.	J.R.Henshall		22 Jun 2009	0	No
	Allergy		Morphine	J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No

NHI/MWS Patient Medical Warnings		
Basic	Contact/Donor	Aliases

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4.4 Viewing Alert History

1. Navigate to the required patient.

Patient Demographics

Surname: RING, Title: Ms
 Given Names: DIAMOND, Previous Name: -
 Address: 8907 FERGUSSON DRIVE, Home Phone: -
 UPPER HUTT 5018 (2012), Business Phone: -
 Hutt Valley DHB, Mobile Phone: -, E-Mail: -

GP Other Usual GP Practice: -
 Religion: -
 Occupation: -
 Smoker: No
 Visiting Options: -
 Deceased: No ()

Country of Birth: New Zealand

Ethnicity 1: Latin American / Hispanic, Iwi 1: -
 Ethnicity 2: Iwi 2: -
 Ethnicity 3: Iwi 3: -

Demographics Confirmed: -
 Residency Comments: -

1st Contact
 Name: -, Address: -, Relation: Home Ph, Business Ph, Mobile Ph.

2nd Contact
 Name: -, Address: -, Relation: Home Ph, Business Ph, Mobile Ph.

3rd Contact
 Name: -, Address: -, Relation: Home Ph, Business Ph, Mobile Ph.

Patient Postal Address
 Postal Address: -

Person To Contact In Emergencies
 Name: -, Address: -, Relation: Home Phone, Business Phone

Admission Details for at

Admission No	0	Bed	
Ward		Discharge Date	
Admission Date	at	Discharge Status	at
Patient Type	-	Referring Doctor	-
Attending Doctor	-	Referral Source	-
Case Team	-	Admission DRG	-
Health Specialty	-	Discharge DRG	-
Admission Type	-	Reason For Admission	-
Readmission Ind	-	Gestation	-
Diet	-		
Admission Weight	gram(s)		
Comments			

2. Click the alert icon in the patient banner, or
3. Select **Alerts** from the appropriate patient level drop down list.

The Alerts screen will display.

Patient Alerts

Type	Description	Infection Status	Reaction Comment/Lab No	Requested By HCP	Created By	Updated By	Date Activated	Level	Document
Disease	Haemophilia	Infected	Added patient alert Updated patient alert - change	Tauvae Deborah M (Prof)	Debbie Tauvae	Debbie Tauvae	03 Feb 2009	0	No
Allergy	Amoxicillin		Updated Comments by DT - patient experienced severe reaction after taking Amoxicillin for 10 days	Tauvae Deborah M (Prof)	Debbie Tauvae	Debbie Tauvae	28 Feb 2017	0	No

NHI/MWS Patient Medical Warnings

Basic | Contact/Donor | Aliases

4. Click the alert history icon in the patient banner

Patient Alerts

Type	Description	Date Activated	Inactive/End Date	Deleted
Disease	Haemophilia	03 Feb 2009		No
Allergy	Amoxicillin	28 Feb 2017		No

Click on alert

Alert History

Date & Time	Action Type	Web User Id	Alert Type	Description	Date Activated	Date Inactive	End Date	Authorising Clinician	Hospital
04 Apr 2017 at 11:15:09	Before	Debbie Tauvae	Allergy	Amoxicillin	28 Feb 2017				WEL

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Click the Action Type, 'Before' link and the alert will display before it was updated.

Alert Audit Details ? - ×

Alert Category	<input type="text" value="Allergy"/>
Alert	<input type="text" value="Amoxicillin"/>
Alert Requested By	<input type="text"/>
Date Activated	<input type="text" value="28 Feb 2017"/>
Next Review Date	<input type="text"/>
Infection Status	<input type="text"/>
Site	<input type="text"/>
Severity Level	<input type="text" value="0"/>
Reaction Comment/lab. No	<input type="text" value="Experiences mild rash"/>
Updated By	Debbie Tauvae
Updated Date/Time	11:15:09 04 Apr 2017

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4.5 Medical Warnings on the NHI/MWS

4.5.1 Adding a NHI Medical Warning

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alerts screen will display.

3. Select the **Add** button in the NHI/MWS Patient Medical Warnings section.

The Add Medical Warnings screen will display.

4. Complete the fields.
5. Click **Add**.

The NHI Medical Warning will display in the bottom section of the screen.

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4.5.2 Updating a Medical Warning

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alerts screen will display.

3. Click the alert icon beside the required NHI/MWS record.

The Update Medical Warning screen will display.

4. Update the details as required.
5. Click **Update**.

The updated Medical Warning will display on the Patient Alerts screen.

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4.5.3 Deleting a Medical Warning

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alerts screen will display.

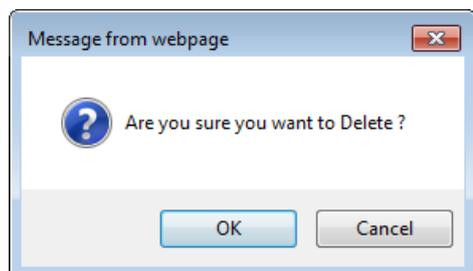
Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
⚠ Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
⚠ Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
⚠ Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
♿ Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No

3. Click the alert icon beside the required NHI/MWS record.

The Medical Warning screen will display.

4. Click **Delete**.

A warning will be displaying ensuring you want to Delete the Medical Warning.



5. Click **OK**.



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The Medical Warning will be removed from the Patient Alerts screen.

JONES Ms Mary Location Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit General Surgery NHI No GVM5977
Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female Claim Code EX Clinician Prof Deborah M Tauvae Visit Dates Pre-admission 20/03/2015 Visit No 2150954

Deleted Alerts Patient Alerts Add Alert

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No

NHI /HWS Patient Medical Warnings

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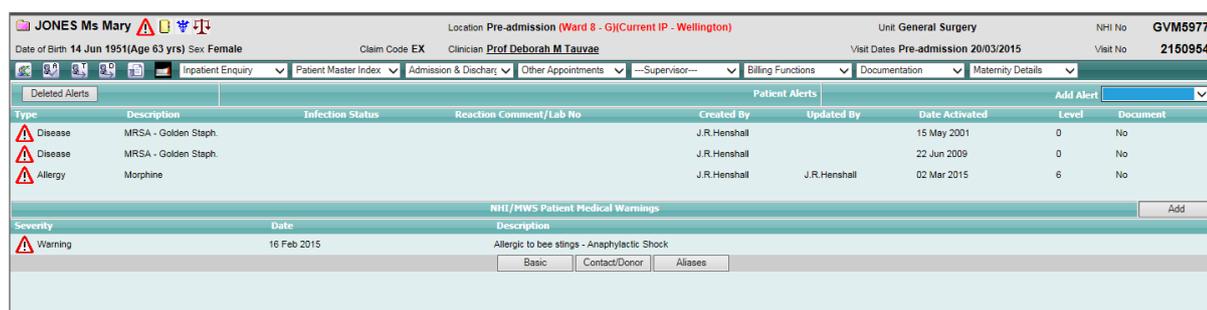
4.6 Disability Alerts

4.6.1 Adding a Disability Alert

webPAS can be configured to record Disability Alerts.

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alert screen will display.

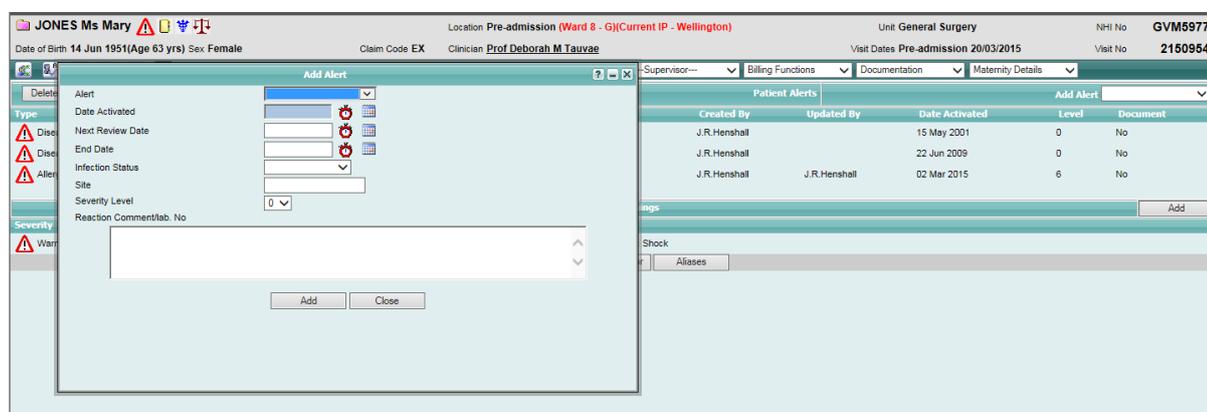


Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No

Severity	Date	Description
Warning	16 Feb 2015	Allergic to bee stings - Anaphylactic Shock

3. Select **Disability Alert** from the Add Alert drop down list.

The Add Alert screen will display.

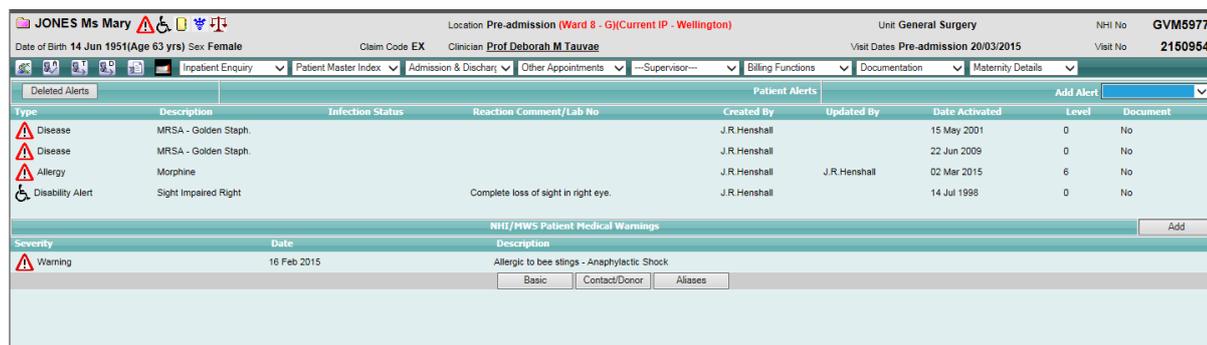


4. Select a value from the Alert drop down list.
5. Complete the required details.
6. Click **Add**.

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The Patient Alert screen will display.



Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
 Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
 Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
 Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
 Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No

The Disability Alert icon  appears in the Patient Alerts list and also in the patient header.

4.6.2 Updating Disability Alerts

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alert screen will display.

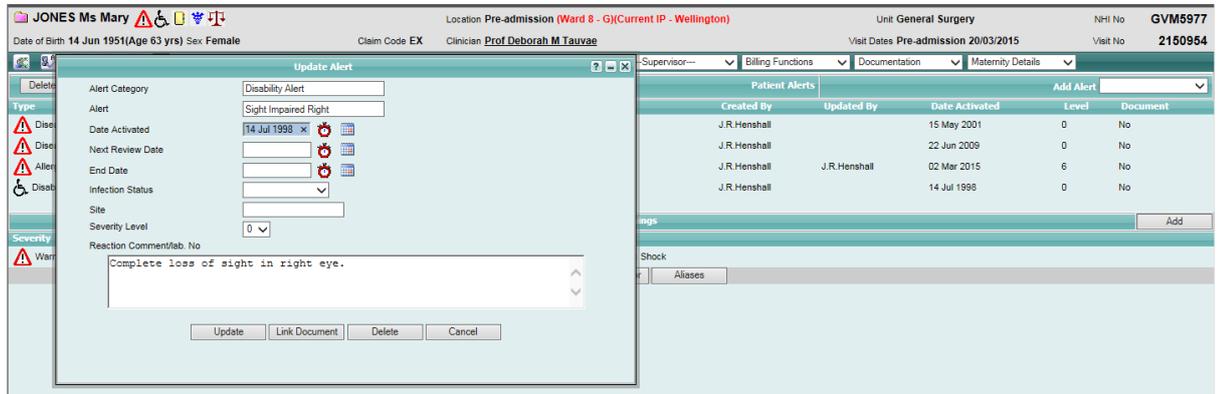


3. Click the alert icon beside the required record.

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The Update Alert screen will display.



The screenshot displays the 'Update Alert' window for patient JONES Ms Mary. The patient's details include: Date of Birth 14 Jun 1951 (Age 63 yrs), Sex Female, Location Pre-admission (Ward 8 - G)(Current IP - Wellington), Unit General Surgery, NHI No GVM5977, and Visit No 2150954. The alert being updated is a 'Disability Alert' for 'Sight Impaired Right', activated on 14 Jul 1998. The reaction comment is 'Complete loss of sight in right eye.' The 'Patient Alerts' table shows a history of alerts:

Created By	Updated By	Date Activated	Level	Document
J.R.Henshall		15 May 2001	0	No
J.R.Henshall		22 Jun 2009	0	No
J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
J.R.Henshall		14 Jul 1998	0	No

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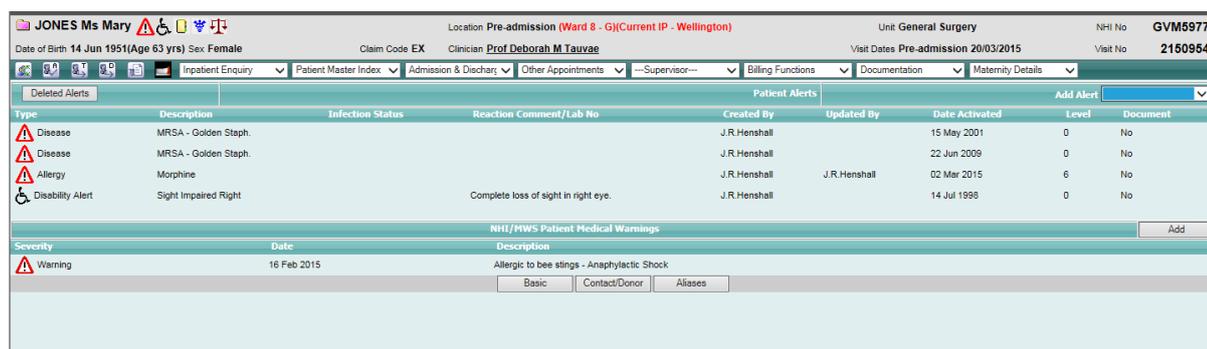
4.7 Security Alerts

4.7.1 Adding a Security Alert

webPAS can be configured to record Security Alerts. These can be for such things as Self Harm Threat.

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

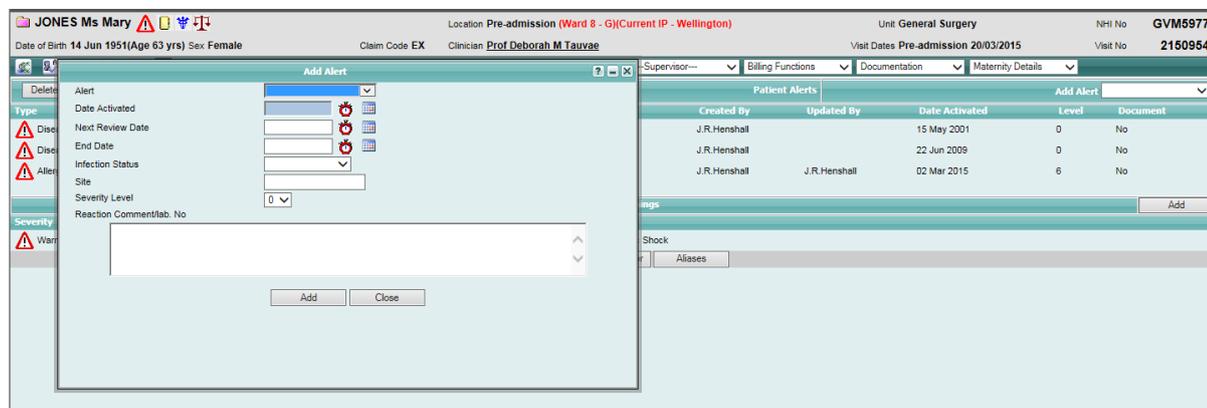
The Patient Alert screen will display.



Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No

3. Select **Mental Health Alert** from the Add Alert drop down list.

The Add Alert screen will display.



4. Select a value from the Alert drop down list.
5. Complete the required details.
6. Click **Add**.

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The Patient Alert screen will display.

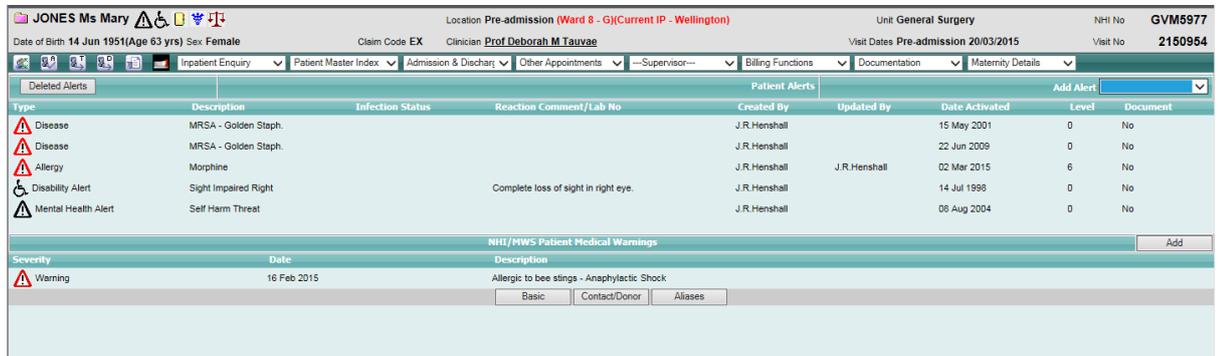


The Security Alert icon  appears in the Patient Alerts list and also in the patient header.

4.7.2 Updating Security Alerts

1. Navigate to the required patient.
2. Select **Alerts** from the appropriate patient level drop down menu.

The Patient Alert screen will display.

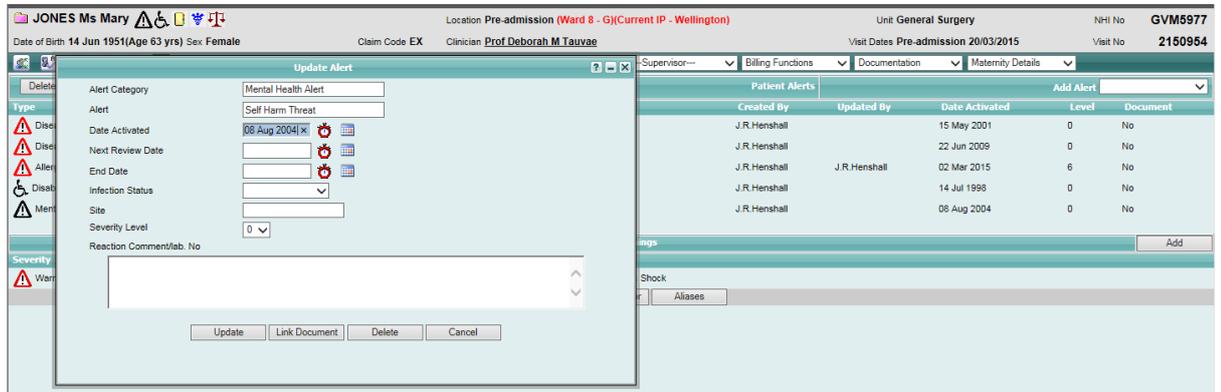


3. Click the alert icon beside the required record.

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The Update Alert screen will display.



The screenshot displays the 'Update Alert' window for patient JONES Ms Mary. The patient's details include: Date of Birth 14 Jun 1951 (Age 63 yrs), Sex Female, Location Pre-admission (Ward 8 - G)(Current IP - Wellington), Unit General Surgery, NHI No GVM5977, and Visit No 2150954. The alert being updated is a 'Mental Health Alert' with the text 'Self Harm Threat', activated on 08 Aug 2004. The 'Patient Alerts' table on the right shows a history of alerts:

Created By	Updated By	Date Activated	Level	Document
J.R.Henshall		15 May 2001	0	No
J.R.Henshall		22 Jun 2009	0	No
J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
J.R.Henshall		14 Jul 1998	0	No
J.R.Henshall		08 Aug 2004	0	No

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4.8 Linking a Document to an Alert

1. Navigate to the required patient.

2. Click the alert icon in the patient banner, or
3. Select **Alerts** from the appropriate patient level drop down list.

The Alerts screen will display.

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
	Disease	MRSA - Golden Staph.		J.R.Henshall		15 May 2001	0	No
	Disease	MRSA - Golden Staph.		J.R.Henshall		22 Jun 2009	0	No
	Allergy	Morphine		J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
	Disability Alert	Sight Impaired Right	Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No
	Mental Health Alert	Self Harm Threat		J.R.Henshall		08 Aug 2004	0	No

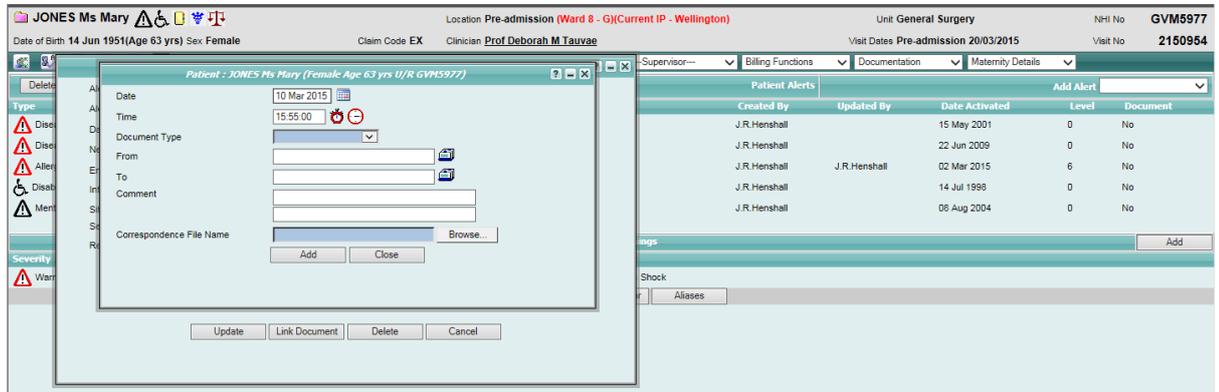
4. Click the alert icon beside the required record.

5. Click **Link Document**.

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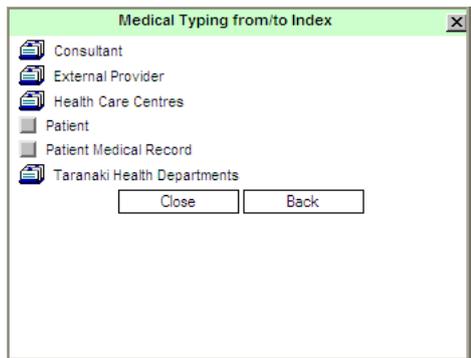
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The Add Document screen will display.



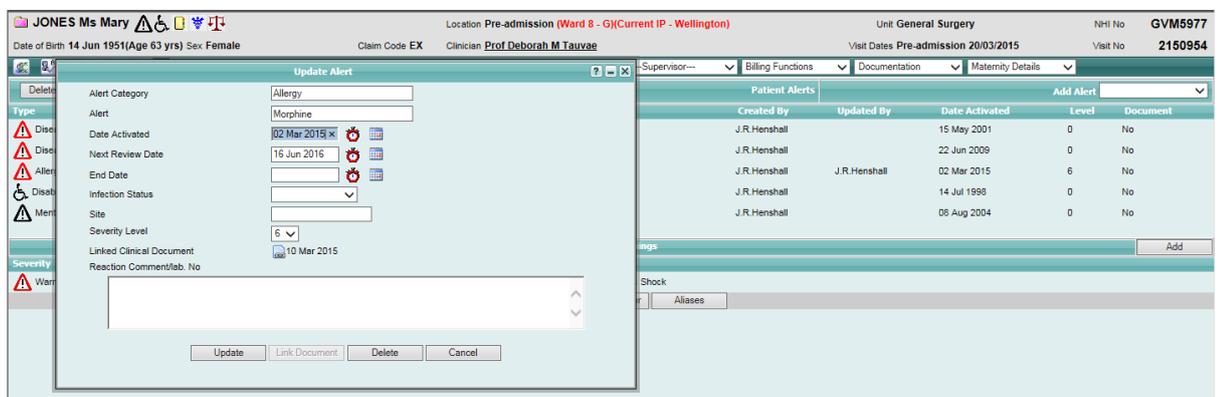
Created By	Updated By	Date Activated	Level	Document
J.R.Henshall		15 May 2001	0	No
J.R.Henshall		22 Jun 2009	0	No
J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
J.R.Henshall		14 Jul 1998	0	No
J.R.Henshall		08 Aug 2004	0	No

6. Select a value from the **Document Type** drop down list.
7. Information can be entered into the **From** and **To** boxes by either typing directly into the box or clicking on the card file icon and selecting from the list.



8. Click **Browse** to search for a file.
9. Select a file to link to the alert.
10. Click **Add**.

The Update Alert screen will display showing there is a linked document.

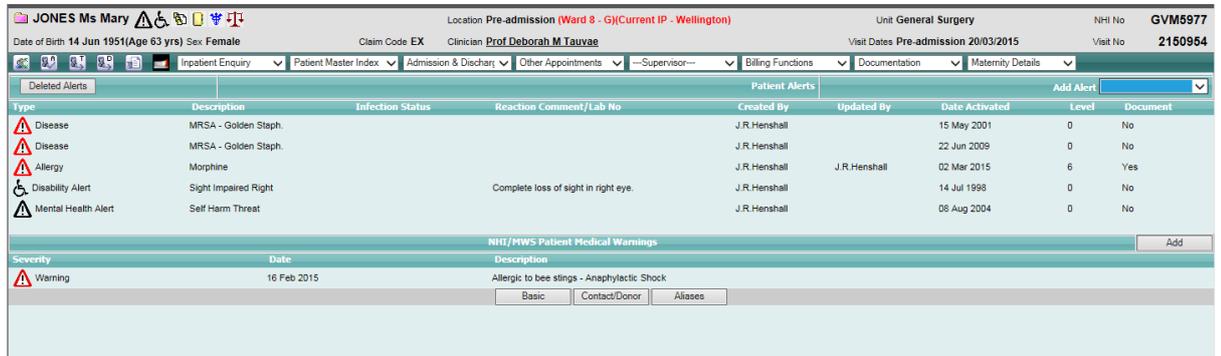


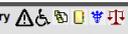
Created By	Updated By	Date Activated	Level	Document
J.R.Henshall		15 May 2001	0	No
J.R.Henshall		22 Jun 2009	0	No
J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
J.R.Henshall		14 Jul 1998	0	No
J.R.Henshall		08 Aug 2004	0	No

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The Clinical Documents icon will display in the patient banner.



JONES Ms Mary  Location **Pre-admission (Ward 8 - G)(Current IP - Wellington)** Unit **General Surgery** NHI No **GVM5977**
 Date of Birth **14 Jun 1951(Age 63 yrs)** Sex **Female** Claim Code **EX** Clinician **Prof Deborah M Tauvae** Visit Dates **Pre-admission 20/03/2015** Visit No **2150954**

Deleted Alerts		Patient Alerts						Add Alert	
Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document	
	Disease			J.R.Henshall		15 May 2001	0	No	
	Disease			J.R.Henshall		22 Jun 2009	0	No	
	Allergy			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes	
	Disability Alert		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No	
	Mental Health Alert			J.R.Henshall		08 Aug 2004	0	No	

NHI/MWS Patient Medical Warnings		
Severity	Date	Description
	16 Feb 2015	Allergic to bee stings - Anaphylactic Shock

Basic Contact/Donor Aliases

11. Click the **Clinical Documents**  icon.

The Clinical Documentation screen will display.



JONES Ms Mary  Location **Pre-admission (Ward 8 - G)(Current IP - Wellington)** Unit **General Surgery** NHI No **GVM5977**
 Date of Birth **14 Jun 1951(Age 63 yrs)** Sex **Female** Claim Code **EX** Clinician **Prof Deborah M Tauvae** Visit Dates **Pre-admission 20/03/2015** Visit No **2150954**

Clinical Documentation Current Visit				
Date	Description	To	From	Alert Link
10 Mar 2015	Result Report			Morphine

Note: Once a document is linked to an Alert, it is also available to view from the Clinical Documents Menu.

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4.9 Deleted Alerts

4.9.1 Deleting an Alert

1. Navigate to the required patient.

JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Patient Demographics				1st Contact	
Surname	JONES	Title	Ms	Name	Relation
Given Names	MARY	Previous Name		Address	Home Ph.
Address	23 KINGSTON CRESCENT	Home Phone	04 200 77782		Business Ph.
	ROTORUA 3010 (1248)	Business Phone	023 0201 711		Mobile Ph.
	Lakes DHB	Mobile Phone			
		E-Mail	joneses@gmail.com		
GP Other		Religion	Methodist		
Usual GP	Jones Susan (Dr.)	Occupation			
Practice	Mountainside Family Practice	Smoker	No		
		Visiting Options			
		Deceased	No ()		
Country of Birth					
Ethnicity 1	NZ Maori	Iwi 1	NK -Ngatai Kamatua		
Ethnicity 2		Iwi 2			
Ethnicity 3		Iwi 3			
Demographics Confirmed	24 Feb 2015				
Residency Comments					
UR Comments					

2. Click the alert in the patient banner, or
3. Select **Alerts** from the appropriate patient level drop down list.

The Alerts screen will display.

JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
	Disease		MRSA - Golden Staph.	J.R.Henshall		15 May 2001	0	No
	Disease		MRSA - Golden Staph.	J.R.Henshall		22 Jun 2009	0	No
	Allergy		Morphine	J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
	Disability Alert		Sight Impaired Right	J.R.Henshall		14 Jul 1998	0	No
	Mental Health Alert		Self Harm Threat	J.R.Henshall		08 Aug 2004	0	No

Severity	Date	Description
	16 Feb 2015	Allergic to bee stings - Anaphylactic Shock

4. Click the alert icon beside the required record.

JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

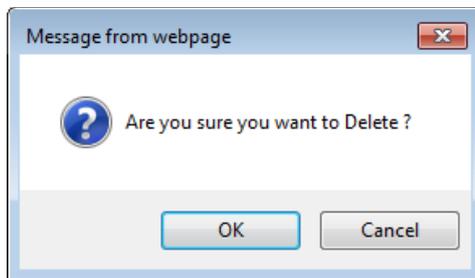
Alert Category	Mental Health Alert
Alert	Self Harm Threat
Date Activated	08 Aug 2004
Next Review Date	
End Date	
Infection Status	
Site	
Severity Level	0
Reaction Comment/Lab No	

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5. Click **Delete**.

The following message will display.



6. Click **OK**.

The alert will be deleted.

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4.9.2 Viewing a Deleted Alert

1. Navigate to the required patient.

JONES Ms Mary Location: Pre-admission (Ward 8 - G)(Current IP - Wellington) Unit: General Surgery NHI No: GVM5977
 Date of Birth: 14 Jun 1951 (Age 63 yrs) Sex: Female Claim Code: EX Clinician: Prof Deborah M Tauvae Visit Dates: Pre-admission 20/03/2015 Visit No: 2150954

Patient Demographics

Surname	JONES	Title	Ms
Given Names	MARY	Previous Name	
Address	23 KINGSTON CRESCENT	Home Phone	04 200 77782
		Business Phone	
		Mobile Phone	023 0201 711
		E-Mail	joneses@gmail.com
GP Other		Religion	Methodist
Usual GP	Jones Susan (Dr)	Occupation	
Practice	Mountainside Family Practice	Smoker	No
		Valeting Options	
		Deceased	No ()
Country of Birth			
Ethnicity 1	NZ Maori	Iwi 1	NK -Ngatai Kamatua
Ethnicity 2		Iwi 2	
Ethnicity 3		Iwi 3	
Demographics Confirmed	24 Feb 2015		
Residency Comments			

1st Contact

Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	

2nd Contact

Name	No	Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	

3rd Contact

Name		Relation	
Address		Home Ph.	
		Business Ph.	
		Mobile Ph.	

Patient Postal Address

Person To Contact In Emergencies

Name		Relation	
Address		Home Phone	
		Business Phone	

UR Comments

2. Click the alert in the patient banner, or
3. Select **Alerts** from the appropriate patient level drop down list.

The Alerts screen will display.

Deleted Alerts

Type	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Staph.			J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.Henshall		14 Jul 1998	0	No

NHI/MWS Patient Medical Warnings

Severity	Date	Description
Warning	16 Feb 2015	Allergic to bee stings - Anaphylactic Shock

Basic Contact/Donor Aliases

4. Select the **Deleted Alerts** button.

The Deleted Alerts screen will display.

Deleted Alerts

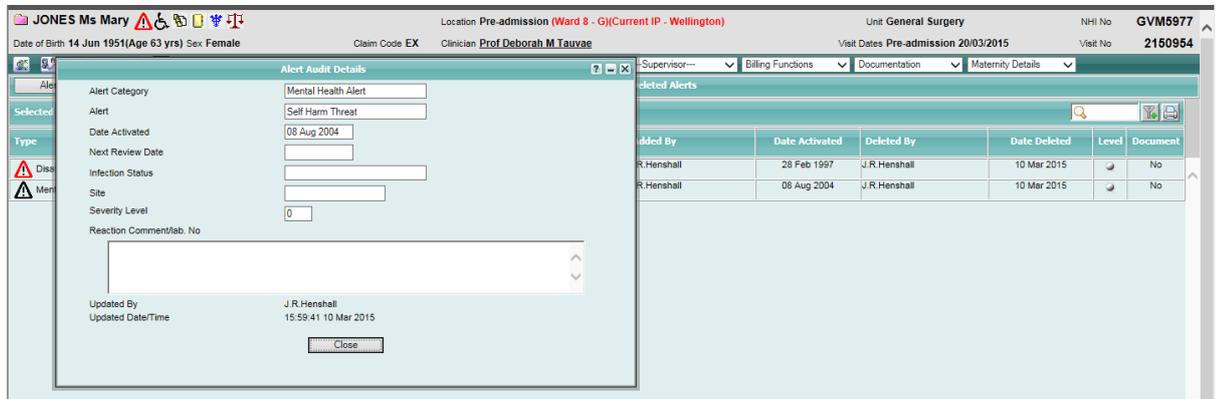
Type	Description	Infection Status	Reaction Comment/Lab no	Added By	Date Activated	Deleted By	Date Deleted	Level	Document
Disability Alerts	Impairment-Visual		Sight impaired in right eye	J.R.Henshall	28 Feb 1997	J.R.Henshall	10 Mar 2015		No
Mental Health Alert	Self Harm Threat			J.R.Henshall	08 Aug 2004	J.R.Henshall	10 Mar 2015		No

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- Click the alert  icon beside the required record.

The Deleted Alert will display.



The screenshot shows the 'Alert Audit Details' window for a patient named JONES Ms Mary. The window displays the following information:

- Alert Category: Mental Health Alert
- Alert: Self Harm Threat
- Date Activated: 08 Aug 2004
- Next Review Date: [Empty]
- Infection Status: [Empty]
- Site: [Empty]
- Severity Level: 0
- Reaction Comment/Tab: No
- Updated By: J.R. Henshall
- Updated Date/Time: 15:59:41 10 Mar 2015

The 'Close' button is located at the bottom center of the window.

- Click **Close**.
- Click the **Alerts** button to return to the Patient Alerts screen.

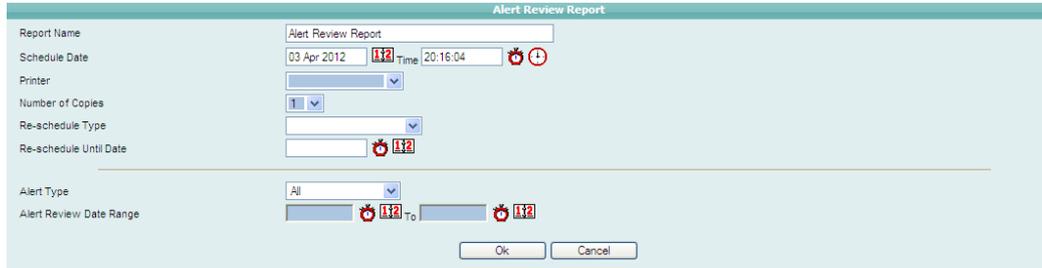
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4.11 Alert Review Report

The Alert Review report enables users to enter an Alert Review Date Range and print a list of all patients that meet the criteria.

An Alert Type value can also be set, however the system defaults to All.



The screenshot shows a window titled "Alert Review Report" with the following fields and controls:

- Report Name: Alert Review Report
- Schedule Date: 03 Apr 2012 (with a calendar icon) and Time: 20:16:04 (with a clock icon)
- Printer: (dropdown menu)
- Number of Copies: 1 (with a dropdown arrow)
- Re-schedule Type: (dropdown menu)
- Re-schedule Until Date: (calendar icon)
- Alert Type: All (dropdown menu)
- Alert Review Date Range: (calendar icon) To (calendar icon)
- Buttons: Ok, Cancel

5 Revision History

Date	Version	Description	Author
28 November 2014	10	Updated template and screens.	Kara Jaffe
10 February 2015	10	Updated for NZ market	Jonathan Henshall
15 September 2015	10	Added details on Previous GP and Practice	Jonathan Henshall
28 September 2016	10	Updated icons and screen shots	Juliet Iremonger
4 April 2017	10	Updated to include Alert History functionality	Debbie Tauvae