

## 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  $\bigwedge$  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.



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## 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 Seach criteria and perform the seach 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.

		Patient	Search		
U/R Number	Sumame	Given Name		• All	NHI Search
Date of Birth	Are Ran	search Tune	Admission Number	O Male	Search
	2 ye	sars V Sumame V		O Female	Reset
	<< Previous			Next >>	

### 2. Select a Search Type.

Available search types are described further in the section titled <u>Other Search Types</u> 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 Sumam JONES Date of Birth Age	e Kange V	Given Name M Search Type Surname	✓	Admission Number	All     Male     Female	NHI Search Search Reset
Patient		U/R	Date of Birth (Age)		Status	
30 Smith St Smithston		JBE7543	01 Jan 1963 ( 52y ) Female		Created by: Hutt Valle	^
16 Maybury St Point England Auckland 1006, New Zealand 0450		GXD0393	24 Dec 1969 (45y) Female		Created by: Hutt Valle	
13 Willis Street Bnz Tower Te Aro Wellington 2354		KKK1160	11 Mar 1972 (42y) Female		Created by: Hutt Valle	
G Sally St Sallyton 2040		JBE9309 *	09 Oct 1963 ( 31y ) Female		Created by: Hutt Valle	
3 Tester St Lower Hutt 2020		ZZZ8467	01 Jan 1992 ( 23y ) Female		Created by: Hutt Valle	
DINES Mary (Alias) JONES Mr Mary Baby 3 Naera Place Rotorua 3201 1245		GVR1477	23 Jan 1998 (17y) Male		Emergency Visit - 24 Dec 2007 at Weilington Hospital Created by: Weilington	
JONES Mary 54 Alamein Crescent Napier 4001 1459		GXZ2760 *	13 Aug 2003 ( 11y ) Female		Created by: Hutt Valle	
DORES Michael 10 Great South Road Greenwoods Corner Auckland 1003 0479		GXB7745	06 Dec 1956 (58y) Male		Created by: Hutt Valle	
						v
< Previous			Temp Registration		Next >>	

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

For further details about matching entries, refer to the section titled <u>Patient Search</u> <u>Results</u> on page 14.

- 7. Click **Next** to display the next screen of matching records (if there are more entries to view).
- 8. 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 Date of Birth	Surname JONES × Age	Range 2 years V	Given Name ADAM Search Type Sound-Ex	<ul><li>✓</li></ul>	Admission Number	Ali     Male     Female	NHI Search Search 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 Clinke Wanganui Created by: Hutt Valle	^
ADAM Mr Jones 602 Ferguson Drive Upper Hutt 5018 2012			HB \$8398	12 Aug 1971 (43y) Male		Created by: Wellington	
JONES Mr Adam 1/39 Balldon Road Grey Lynn Auckland 1002 0422			FGT8402	13 Jan 1964 (48y) Male		Deceased 04 Dec 2012 Created by: Wellington	
JONES Mr Adam lan Felix 2 3 Beach Road Waikanae 6454 1896			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 <u>Patient Search</u> <u>Results</u> 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 Search		
UR Number Sumanne MACDON × Date of Birth Age Range 2 years ✔	Given Name Search Type Sound-Ex	Admission Number	All NHI Search     Male Search     Female Reset	
Patient	U/R	Date of Birth (Age)	Status	
C MACDONALD Mr Jason 65 Mckay Drive Hamilton 2001 0898	CFV7886	21 Sep 1941 (73y) Male	Created by: Wellington	^
Contract Con	AAA7475 *	02 Jun 1996 (18y) Male	Created by: Hutt Valle	
CDONALD Maureen (Alias) MCDONALD Mr Maureen Mary 79 Mere Rod Taupo 2730 1272	AAA7521	07 Nov 1940 ( 74y ) Female	Created by: Hutt Valle	
		End of Search		

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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.

			Patient Se	earch		
U/R Number	Surname		Given Name		• All	NHI Search
CFV/886 Date of Birth	Age	Ranne	Search Type	Admission Number	Male	Search
		×	U/R Number V		Female	Reset
	<< Previous				Next >>	
<u></u> L	CCT TEVIOUS				IVEAL	

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.

Message from webpage	<b>—</b>
Can't find patient master details	
	ОК

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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 <u>Patient Search</u> <u>Results</u> 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.

			Patient Search			
U/R Number	Surname		Given Name		• All	NHI Search
Date of Birth	Age	Range 2 years V	Search Type Date of Birth V	Admission Number	Male     Female	Search Reset
(*)	Previous				Next >>	

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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.

			Patient Search			
U/R Number	Surname		Given Name		• All	NHI Search
GVM5977		_			Male	Search
Date of Birth	Age	Range	Search Type	Admission Number	Female	Reset
		· ·	· · ·	2150560		
~	Previous				Next >>	

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.

Message from webpage
Error Message Invalid Patient Visit - 23423424
ОК



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## 2.3 Patient Search Results on the Local Hospital Database

		Patient Search	
UR Number Sumame JONES × Date of Birth Age Range 2 years ✓	Given Name MA Search Type Surname	Admission Number	All NHI Search     Male Search     Female Reset
Patient JONES Marie (Alas) JONES Marie Jane Susan 2 Hijh St Lover Hutt Velingtone 0009 2026 Hutt Valley DHB	U/R GXG3135	Date of Birth (Agc) 10 Oct 1970 ( 44y ) Female	Status Created by: Wellington
JONES Mark: @ 35 Greers Road Christhurch 8001, New Zealand 2613 Canlerbury DHB	GVR1957	15 May 1960 (54y) Male	Created by: Hutt Valle
JONES Mr Mark Po Box 1100 Rotorus 3215 1248 Lakes DHB	ААН5527	22 Oct 1969 ( 45y ) Male	Created by: Wellington
JONES Mark (Alas)     JONES Mark (Green     S6 Carrington Avenue     Hamitton 2001 00596     Waikato DHB	GVN6367	23 Jun 1997 (17y) Male	Created by: Hutt Valle
JONES Ms Mary 23 Kingston Crescent Rotorus 301 1245 Lakes DHB	GVM5977 *	14 Jun 1951 ( 63y ) Female	Pre-admission for 20 Mar 2015 at Weilington Hospital Created by: Weilington
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 Tester St Lower Hutt 2020	ZZZ8467	01 Jan 1992 ( 9y ) Female	Deceased 06 May 2001 Created by: Hutt Valle Emergence Viet 24 Dec 2007 et
C JONES Mary (Alias) JONES Mary Baby 3 Neara Place Rotorus 32011 (45 Lakes DHB	GVR14//	Asian Isao (Try) Male	Enlergency van - 4 Dec 2007 at Welington Hospital Created by: Welington

- 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 Sumanne JONES × Date of Birth Age Range 2 years ∨	Given Name MA Search Type Surname	Admission Numbe	All     NHI Search     Male     Search     Female     Reset
Patient	U/R	Date of Birth (Age)	Status
JONE'S Marie (Allas) JONE'S Miss Marie Jane Susan 2 High ST Lower Hut Wellington 6009 2026 Hutt Valley OHB	GXG3135	10 Oct 1970 ( 44y ) Female	/ Created by: Wellington
JONES Mark: 35 Greese Road Christchurch 8001, New Zealand 2613 Carrierbury DHB	GVR1957	15 May 1960 (54y) Male	Created by: Hutt Valle
DNES Mr Mark Po Box 1100 Rotrous 3215 1248 Lakes DHB	AAH5527	22 Oct 1969 ( 45y ) Male	Created by: Wellington
JONES Mark: (Alias) JONES Mark: Green 86 Carnigno Avenue Hamiton 2001 0966 Walkato DHB	GVN6367	23 Jun 1997 (17y) Male	Created by: Hutt Valle
JONES Ms Mary 23 Kingston Cressent Rotorus 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     To Maybury St     Point England Auckland 1006, New Zeeland 0450     Auckland DHB	GXD0393	24 Dec 1969 ( 45y ) Female	Created by: Hutt Valle
C JONES Mary 3 Tester St Lower Hutt 2020	ZZZ8467	01 Jan 1992 (9y) Female	Decessed 06 May 2001 Created by: Hutt Valle
DMES Mary (Alias) JONES M Mary Baby JONES M Mary Baby Rotorus 3:201 1245 Lakes DHB	GVR1477	23 Jan 1998 (17y) Male	Emergency Visit - 24 Dec 2007 st Weilington Hospital Created by: Weilington

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

The Patient Demographics screen will display.



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#### 2.3.2 Patient Demographics Screen

The Patient Demographics screen displays patient information, including Name, Address, Home District Health Board, GP and Practice, Telephone numbers, Email address, Ethnicity and Iwi details (if applicable).

Contact details can also be viewed on this screen.

JONES Ms Mary	/□♥₽		Location Pre-admission (Ward 8 - G)(Current IP - Wellington	n)		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		2150954
State Information	V NHI Information V Functions	V Record Co	ding 🗸 Labels & Forms 🗸					
	Pati	ent Demographics		1		1st Contact		
Surnama	IONES	Title	Ma	Name		Relation		
Chung Nemon	MADY	Desujeve Memo	ms	Address		Home Ph.		
Address	22 KINGSTON CRESCENT	Heres Diseas	04 200 77792			Business Ph.		
Audress	25 KINGSTON CRESCENT	Rusiness Dhone	04 200 11102			Mobile Ph.		
		Mobile Phone	023 0201 711			2nd Contact		
	ROTORUA 3010 (1248.)	E-Mail	ioneses@gmail.com	Name	NO	Relation		
	Lakes DHB	2 1101	Joneses@gman.com	Address		Rusiness Ph		
	Lako Dib					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				Mobile Ph		
		Deceased	No ()			Patient Postal Address		
				Postal Addres	\$			
Country of Birth								
Thereis in A	NZ Maani	Luci A	NIK Nastai Kamatua					
Ethnicity 1	NZ Maon	INT 1	NK -Ngatar Kamatua					
Ethnicity 2		IWI 2	-			Person To Contact In Emergencies		
Eurificity 5		IWI 5	-	Name		Relation		
Demographics Confirmed	24 Feb 2015			Address		Home Phone		
Residency Comments	211002010					Dusiness Priori	-	
		UR Comments						
			Admission Details for 20 Mar 2015 at 07:30:00					
Adminutes Ma	2450	054	Admission Decails for 20 that 2013 at 07.30.00					
Admission N0	2150	904						
Ward	Ward	8 - Gen Surgery	Bed					
Admission Date	20 M	ar 2015 at 07:30:00	Discharge Date			at		
Patient Type	IP -Ir	patient	Discharge Status					
Attending Doctor	Prof	Deborah M Tauvae	Referring Doctor					
Health Specialty	\$02-	Gen Surgery General	i Referral Source			SP -Specialist		
Admission Type	AA -	Arranged Admission	Admission DRG					
Readmission Ind			Discharge DRG					
Diet			Reason For Admission			ULTRASOUND OF LOWER LEG		
Admission Weight	gran	(S)	Gestation					
Comments	g							

### 2.3.3 Search Limit

Currently, the webPAS search templates have a limit of 300 records. This means that for any search type selected, after 300 records have been checked, the server will output a message in red 'Search Limit Reached Please Refine Search Criteria'.



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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.

		National Health Index Search		
HCU ID Date of Birth	Surname JONES × Age Range	Given Name MA Search Type	Unknown     Male     Encels	Registration Search Reset
NMPI No Patient	4 years V	Records Remaining 000	- remaie	Sex D.O.B.
		· ·		

- 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 Date of Birth	Sumane JONES Age	Range	Given Name MARY Search Type	O Unknown O Male	Registration Search	
	63	4 years 🗸	Wide Search 🗸	<ul> <li>Female</li> </ul>	Reset	
NMPI No	Patient				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	08 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
🗋 GVW9173	JONES, MARY, 76 25 CAMERON ROAD HAMILTON 2001 0895				Female	01 May 1950
C 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 48 ALAMIEN CRESCENT NAPIER 4001 1466				Female	27 Mar 1952
GVM5977	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, THERESE, 74 31 RUSSELL CRESCENT ROTORUA 3201 1234				Female	16 Jan 1952
🗀 AAH5497	JONES, KAREN, MARIE, 58 91 RANOLF ST ROTORUA 3201 1249				Female	25 Dec 1951
GXT1442	JONES, MAY, 57 22 WEST ST TORBAY AUCKLAND 1310 0209				Female	22 Apr 1954
GXB6362	JONES, PAMELA, MAY JOY, 57 2 PRANGLEY AVENUE MANGERE AUCKLAND 1701 NEW ZEALAN	D 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.

Message from webpage
Register Patient on Local System
OK Cancel

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.

			Patient Se	arch		
U/R Number	Sumame		Given Name		All	NHI Search
Date of Birth	Age	Rance	Search Type	Admission Number	O Male	Search
		2 years 🗸	Sound-Ex 🗸		Female	Reset
	<< Previous				Next >>	

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

		National Health Index Search		
HCU ID Date of Birth	Sumame JONES Age Range 63 4 years V	Given Name MARY Search Type Strict Surname	O Unknown Male O Female	Registration Search Reset
NMPI No Patient				Sex D.O.B.
<< Previous		Records Remaining 000		Next >>

Refer to <u>Searching for a Patient</u> 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 Date of Birth	Sumame JONES × Age	Range 2 years V	Given N MARY Search Sumar	Type me	Admission Number	All     Male     Female	NHI Search Search Reset
Patient			U/R	Date of Birth (Age)		Status	
DONES Ms Many 23 Kingston Crescent Rotorus 3010 1248 Lakes DHB			GVM5977 *	14 Jun 1951 ( 63y ) Female		Pre-admission for 20 Mar 2015 at Wellington Hospital Created by: Wellington	^
DONES Mrs Mary 16 Maybury St Point England Auckland 1006, New Zealand 0450 Auckland DHB			GXD0393	24 Dec 1969 ( 45y ) Female		Created by: Hutt Valle	
3 Tester 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 Rotorus 3201 1245 Lakes DHB			GVR1477	23 Jan 1998 (17y) Male		Emergency Visit - 24 Dec 2007 at Wellington Hospital Created by: Wellington	
54 Alamein Crescent Napler 4001 1459			GXZ2760 *	13 Aug 2003 ( 11y ) Female		Created by: Hutt ∀alle	
				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.

		National Health Index Search		
HCU ID	Surname JONES ×	Given Name KATE	OUnknown	Registration
Date of Birth	Age Range 63 4 years V	Search Type Strict Surname V	Male     Female	Reset
NMPI No Patient				Sex D.O.B.
		NO RECORDS FOUND		
<< Previous		Records Remaining 000		Next >>

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

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

		National Health Index Search		
HCU ID Date of Birth	Sumame JONES × Age Range 63 4 years ×	Given Name KATE Search Type Strict Sumame	O Unknown O Male O Femsle	Registration Search Reset
NMPI No Patient				Sex D.O.B.
		NO RECORDS FOUND		
<< Previous		Records Remaining 000		Next >>

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.

			NHI/MWS New P	atient Registra	ition		
Surname					Formatted Given Name		
Given 1st	Prefe	rred					
Given 2nd					Formatted Address		
Civer 2nd					1		
Given Sid							
Save Alias							
Address							
		Suburb					
Ì		City					
		Country					
Domicile		country					
Domiciic					· ·····		
Gender OFemale	O Male O Unknown		Date of Birth			Deceased	
Ethnicity	×	~		~			
			Residen	cy Details			
Country of Birth	~						
Type of Residency	Not Assigned 🗸						
Residency Comments							
Assign Pre-Allocated NHI Nu	mber 🗌						
			Add	Cancel			

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 <sup>st</sup>	Enter the patients 1 <sup>st</sup> Given Name					
Given 2 <sup>nd</sup>	Enter the patients 2 <sup>nd</sup> Given Name					
Given 3 <sup>rd</sup>	Enter the patients 3 <sup>rd</sup> 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.						
	Enter the patient Resident Status. Select a code from the drop down list. If a Resident of NZ code is selected no more details are required. If a Non-resident code is selected the webPAS system can be configured to require Country of Residence to be captured					
	Type of Residency Non-Resident  Country of Residence Residency Comments					
Type of Residency	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.					
	Type of Residency Student Visa 🔍 Expiry Date 📑 🍎 Passport/Visa Number					
	Residency Comments					
	Alternativelty, 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.					
	Type of Residency Wink Visa V Expiry Date Type of Residence Residence Residence Residence Residence Residence Residency Comments					
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 M	s Annie Jane 🛕 🛛 💚 🍟 🕂			Location Discharged	NHI No GZM8818
Date of Birth 03 Ap	r 1980(Age 36 yrs) Sex Female		Claim Code ACC		Visit No 2152301
S 82 81	Inpatient Enguiry	✓ Patient Master Index ✓ Admission & Dischard	✓ Other Appointments ✓ -	Supervisor V Billing Functions	✓ Documentation ✓
Maternity Details	× • • • • • • • • • • • • • • • • • • •				
		Demogra	phic Details		
Title	Ms 🗸	Address	518 OMANAWA ROAD	Mailing / Postal Address	518 OMANAWA ROAD
Surname	APPLE		RD1		RD1
Given Names	ANNIE JANE				
Sex	Female V		TAURANGA 3171, NEW ZE/		TAURANGA 3171, NEW ZE/
Date of Birth	03 Apr 1980	Domicile	1088 Bay of Plenty DHB	_	1088
Private Phone		Business Phone		Mobile Phone	
E-Mail		Demographics Confirmed Date	ð 🗌		
		PMI	Details		
Previous Name		Marital Status	~	Occupation	×
Ethnicity 1	NZ Maori 🗸	lwi 1	Ngai Tahu 🗸	Religion	<b>~</b>
Ethnicity 2	Cook Island Maori 🗸	lwi 2	~		
Ethnicity 3	~	Iwi 3	~	Interpreter Required	Not Stated 🗸
Local GP		Visiting Options	~		
Practice		Folder Selection	ACC Patient 🗸	Pref Language 1	~
GP Other				Pref Language 2	~
Weight		Height		Smoker BMI BMI Date/Time	No V
Country of Birth	×	Kesitte	icy Details		
Type of Residency	Resident				
Residency Commer	nts				
		Deat	h Details		
Date of Death	Unknown D	ate of Death Death Notification	~	<ul> <li>Relatives Contacted</li> </ul>	$\sim$
		UR Co	omments		
				~	
				<u> </u>	
				Ť	
	Update	Alias Links Emerge Contac	t 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.



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🗅 APPLE Ms Ann	ie Jane <u>A</u> 📔 💚 🊏 🎵					Location I	Discharge	d	NHI No	GZM8818
Date of Birth 03 Apr 1980(	Age 36 yrs) Sex Female		Claim Code ACC						Visit No	2152301
Maternity Details	👔 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸	Admission & Discharg 🗸	Other Appointments	• ✔S	upervisor	✓ Bi	ling Functions	Documentation	~
		Patient Demographi	65					1st Contact		
Surname Given Names Address	APPLE ANNIE JANE 518 OMANAWA ROAD	Title Previous Name Home Phone	Ms		Name Address			2nd Contact	Relation Home Ph. Business Ph. Mobile Ph.	
	R D 1 TAURANGA 3171, NEW ZEALAND (1088)	Business Phone Mobile Phone E-Mail			Name Address			3rd Contact	Relation Home Ph. Business Ph. Mobile Ph.	
GP Other Usual GP	Bay of Pienty DHB	Religion Occupation	N-		Name Address		Pa	tient Postal Ad	Relation Home Ph. Business Ph. Mobile Ph. dress	
Practice		Visiting Options Deceased	NO ()		Postal Address	518 OMAN R D 1	NAWA ROA	AD		
Country of Birth						1088	JA 3171, N	EW ZEALAND		
Ethnicity 1 Ethnicity 2 Ethnicity 3	NZ Maori Cook Island Maori	lwi 1 lwi 2 lwi 3	NTH-Ngai Tahu - -		Name Address		Person 1	fo Contact In E	Relation Home Phone Business Phone	
Demographics Confirmed Residency Comments										
	UR C	omments								
			Admission De	tails for at						
Admission No	2152301		_							
Ward Admission Date	at		B	ed ischarge Date			a			
Patient Type	-		0	ischarge Status			u			
Attending Doctor			R	eferring Doctor						
Case Team			R	eferral Source			-			
Admission Type	-		A	ischarge DRG			-			
Readmission Ind			R	eason For Admission			-			
Diet			G	estation						
Admission Weight Comments	gram(s)									

### 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





### 3.3.1 Patient Aliases

CSC

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.

DONES Mrs Kate A	namda			NHI No	HB \$8533
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female				
🖉 😫 🕄 🕄 🗃	Inpatient Enquiry V Patient Master Index	✓ Admission & Discharg ✓ Other Appointments ✓Supervisor	Billing Functions	<ul> <li>Documentation</li> <li>Materni</li> </ul>	ity Details 🗸
				· · ·	
Title	Mrs 🗸	Patient Alias	6 ? <b>-</b> ×	Mailing / Postal Address	
Surname	JONES	Surname Given Name(s) Date of Birth	Sex		
Given Names	KATE ANAMDA				
Sex	Female 🗸				
Date of Birth	16 Feb 1953				
Private Phone	04 412 4488			Mobile Phone	023 552 7441
E-Mail	1kate.jones@homemail.ne				
Previous Name		Add Alias		Occupation	<u> </u>
Ethnicity 1	NZ European V	Surname First Given Sec	ond Given	Religion	<b>~</b>
Ethnicity 2	~	Date of Birth Say			
Ethnicity 3		Add Cased	<b>v</b>	Interpreter Required	Not Stated V
Local GP	Battersby Leanne (Ms	Add Caliber			
Practice	Northland Medical Cent			Pref Language 1	×
GP Other				Pref Language 2	✓
				Smoker	No 🗸
Weight		Height		BMI BMI Date/Time	
		Residency Details			
Country of Birth	<u> </u>				
Type of Residency	Resident				
Residency Comments		Dooth Dotaile			
Date of Death	Linknown Date of Death	Death Notification	V	Relatives Contacted	
		UR Comments	•		
			^		
			$\sim$		
	Updat	e Alias Links Emerge Contact Prev Addre	s BMI Car	cel	

4. Complete the fields.

**Note:** Entering another **Surname**, **Given** name, **Date of Birth** or **Sex** on this screen, creates an alias, but does <u>not</u> 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 M	s Annie Jane <u>A</u> 🗋 💗 🚏 🕂		Location Dis	charged	NHI No	GZM8818
Date of Birth 03 Ap	r 1980(Age 36 yrs) Sex Female		Claim Code ACC		Visit No	2152301
🗶 🐶 🖳	🖳 👔 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admission & Discharç ✓ Other	r Appointments 🗸Supervisor	✓ Billing Functions	✓ Documentation	~
Maternity Details	~					
		Domographic Dot Dationt Alian			510 OM 10 10 00 0	
Inte	Ms V	Faticit Alias		Postal Address	518 OMANAWA ROAD	
Surname	APPLE	APPLE JANE 03/04/1980	Female Delete		RDI	
Given Names	ANNIE JANE		L			175
Sex	Female				TAURANGA 31/1, NEV	N ZEJ
Date of Birth	03 Apr 1980			1	1088	
Private Phone				Phone		
E-Mail						
Previous Name				tion		~
Ethnicity 1	NZ Maori	Add Alize				~
Ethnicity 2	Cook Island Maori	Surname First Given	Second Given	-		-
Ethnicity 3	~			ter Required	Not Stated 🗸	
Local GP			Sex			
Practice		Add	ancel	nguage 1	×	
GP Other				nguage 2	×	
	u		Smo	ker	No 🗸	
Weight		Height	BMI	Date/Time		
		Residency Detai	S	Dater Time		
Country of Birth	~					
Type of Residency	Resident					
Residency Commer	nts	Death Details				
Date of Death	Unknown Da	te of Death Death Notification	V R	elatives Contacted	· · · · · · · · · · · · · · · · · · ·	/
		UR Comments				
				^		
	Update	Alias Links Emerge Contact Prev.	Address BMI Prev GP	Cancel		

Additional aliases can be recorded as required.

The Patient Demographic template will display the Alias icon.

🗋 APPLE Ms Ann	nie Jane <u>A</u> 🛛 💗 🔻 🎵			Location Discharged					GZM8818
Date of Birth 03 Apr 1980	(Age 36 yrs) Sex Female			Claim Code AC	CC			Visit No	2152301
🕵 🕄 🖳 🖳	💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸	Admission & Discharç 🗸	Other Appointments	· • -	Supervisor	✓ Billing Functions	<ul> <li>Documentation</li> </ul>	~
Maternity Details 🗸									
		D-H		a			1st Contact		
		ratient Demographic	\$	38	Name			Relation	
Surname	APPLE	Title	Ms		Address			Home Ph. Business Ph	
Given Names	ANNIE JANE	Previous Name						Mobile Ph.	
Address	518 OMANAWA ROAD	Home Phone					2nd Contact		
	R D 1	Business Phone			Name			Relation	
		Mobile Phone			Address			Home Ph. Rusiassa Ph	
	TAURANGA 3171, NEW ZEALAND	E-Mail						Mobile Ph.	
	(1088)						3rd Contact		
	Bay of Plenty DHB				Name			Relation	
					Address			Home Ph.	
GP Other		Religion						Mohile Ph	
Draeties		Smoker	No				Patient Postal Ad	dress	
Practice		Sillokei	NO		Postal	518 OMAN	AWA ROAD		
		Visiting Options	No ()		Address	0.000	in the last		
		Deceased	NO ()			R D 1			
Country of Birth						TAURANG	A 3171. NEW ZEALAND		
Country of Dirtin						1088			
Ethnicity 1	NZ Maori	lwi 1	NTH-Ngai Tahu				Person To Contact In E	nergencies	
Ethnicity 2	Cook Island Maori	lwi 2	-		Name			Relation	
Ethnicity 3		lwi 3			Address			Business	
, -								Phone	
Demographics Confirmed									
Residency Comments									
	UR Ce	omments							
			Admission De	tails for at					
Admission No	21523	)1	Admission DC						
Ward	21020		В	ed					
Admission Date	at		D	ischarge Date			at		
Patient Type			- D	ischarge Status					
Attending Doctor			R	eferring Doctor					
Case Team			R	eferral Source					

The Patient Search template will also display the Alias icon.



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				Patient Search						
U/R Number	Surname	X	Given Name			• All	NHI Search			
Date of Birth	Age	Range	Search Type		Admission Number	O Male	Search			
		2 years 🗸	Sound-Ex	$\sim$		O Female	Reset			
Patient		U/R	D	Date of Birth (Age)		Status				
APPLE Ms Annie Jane 518 Omanawa Road R D 1 Tauranga 3171, New Zealand Bay of Plenty DHB	1088	GZM	818 * 0 F	03 Apr 1980 ( 36y ) Female		Outpatient Visit - 29 Aug 2016 at Wellington Hospital Invalid Doctor - ORTHO Created by: WEL	^			
APPLETON Mark (Alias) APPLETON Mast Mark Anthon 12 Hastings St Napier 4001 1465 Hawkes Bay DHB	у	GYB	576 1 N	5 Feb 1988 ( 28y ) Aale		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.

				Patient Sea	ch				
Si JI Ag	urname ONES ge	Range	Given Name KATE Search Type		Admission No	imber	All     NHI Search     Male     Search     Reset		Î
		Patient Alias		0?=X	e)		Status		
Surname CRANSTON	Given Name KATIE	Date of Birth 16/02/1953	Sex Female						~
		Cancel					Created by: Wellington		
							Created by: Wellington		
	Sumame CRANSTON	Sumame JONES Age Sumame Given Name CRANSTON KATIE	Sumame JONES Age Range Patient Alas Sumame Given Name Date of Birth CRANSTON KATIE 16021953 Cancel	Sumane Given Name (ATE) Age Range Seach Type Patient Alas Sumane Given Name Date of Birth Sex CRANSTON KATIE 1600/1653 Female	Sumame Given Name Name Cancel Sear Grand Sear Type Search Type Se	Sumame     Oken Name       JONES     KATE       Age     Range       Samon     Samon       Age     Cancel	Sumame     Qiren Name       JONES     KATE       Age     Range       Patient Alias     C C K       Sumame     Date of Birth       Sex     Female       CRANSTON     KATE       1602/1953     Female	Patient Search     Net     Nation Number     <th colspan="4</td> <td>Sumame Oven Name (ATE Admission Number Patient Search Yse CANISTON KATTE 1600/1953 Female Cancel Search Yse Cancel Cancel</td>	Sumame Oven Name (ATE Admission Number Patient Search Yse CANISTON KATTE 1600/1953 Female Cancel Search Yse Cancel

### 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 H	Kate Anamda			NHI No	HB \$8533						
Date of Birth 16 Feb 1	Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female										
Station -	🕵 Information 🗸 Netil Information 🗸 Functions 🗸 Record Coding 🗸 Labels & Forms 🗸										
		NHI/MWS Patient A	liases								
Surname	First Given	Second Given	Third Given	Pref.							
Surname											
First Given	Preferred										
Second Given	0										
Third Given	Add Basic	Contact/Donor 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 Ka	te Anamda			NHI No	HB \$8533					
Date of Birth 16 Feb 195	Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									
State Information	V NHI Information V Functions	✓ Record Coding ✓ Labels & Forms ✓								
		NHI/MWS Patient	t Aliases							
Surname	First Given	Second Given	Third Given	Pref.						
DAVIES	DEVINA			1	Delete					
Surname [										
First Given	Preferred									
Second Given	•									
Third Given	O Add Ba	sic Contact/Donor Medical Warnings								

**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.

JONES Mrs Kate A	namda							NHI No		HB\$8533
Data of Dists 46 Eath 4052(Area	22 ure) Cru Female									
Date of birth 16 Feb 1955(Age	oz yrs) Sex Feinale									
	Inpatient Enquiry	✓ Patient Master Index ✓ Ac	lmission & Discharg 🥆	<ul> <li>Other Appointments</li> </ul>	Supervisor V	Billing Functions	Documentation	Maternity D	Details 🗸	
				Demographic I	etails					
Title	Mrs 💌		Address		90 PEMBROKE ROAD		Mailing / Postal A	ddress		_
Surname	JONES	_								
Given Names	KATE ANAMDA									
Sex	Female 🗸				NORTHLAND 6012, W	/ELLIN				
Date of Birth	16 Feb 1953		Domicile		2203					
Private Phone	04 412 4488		Business Phone				Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics C	Confirmed Date	10 Mar 2015 👸 🗄					
				PMI Detai	s					
Previous Name			Marital Status		<u> </u>		Occupation		×	
Ethnicity 1	NZ European	<u>~</u>	lwi 1		×		Religion		~ ~	
Ethnicity 2		<u>~</u>	lwi 2		<u> </u>				In the second se	
Ethnicity 3			lwi 3		<u> </u>		Interpreter Requir	ed	Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options		×					
Practice	Northland Medical Cent	3 🦉	Folder Selection		~ ~	•	Pref Language 1		~	
GP Other							Pref Language 2		×	
							Smoker		No 🗸	
Weight			Height				BMI BMI Date/Time			
				Residency De	tails					
Country of Birth	\	2								
Type of Residency	Resident 🗸									
Residency Comments										
				Death Deta	ils					
Date of Death		Unknown Date of Death	Dea Dea	th Notification	$\sim$		Relatives Contact	ted	~	
				UR Comme	15					
						^				
						~				
		Update	Alias	Links Emerge Cont	act Prev Address	BMI	Cancel			

#### 3. Click Alias.

The Patient Alias template will display.

DONES Mrs Kate A	namda							1	NHI No	HB \$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female									
	Inpatient Enquiry	Patient Master Index	✓ Admission & D	ischarg 🧹 Other App	ointments 🗸Supervis	ior 🗸 Bill	ling Functions	Documentation	Maternity Details 🗸	
Title	Mrs 🗸				atient Alias			Mailing / Postal Address		
Surname	JONES		Surname	Given Name(s)	Date of Birth	Sex				
Given Names	KATE ANAMDA		CRANSION	KATIE	16/02/1953	Female	Delete			
Sex	Female 🗸		DAVIES	DEVINA	16/02/1953	Female	Delete			
Date of Birth	16 Feb 1953									
Private Phone	04 412 4488							Mobile Phone	023 552 7441	
E-Mail	1kate.jones@homemail.ne									
Previous Name					Add Alias			Occupation		~
Ethnicity 1	NZ European 🗸		Sumama	Fire	Given	Second Given		Religion		~
Ethnicity 2	×									
Ethnicity 3				Date	e of Birth	Sex		Interpreter Required	Not Stated 🗸	
Local GP	Battersby Leanne (Ms	2			Add Cancel					
Practice	Northland Medical Cent	Ø						Pref Language 1	✓	
GP Other								Pref Language 2	×	
								Smoker	No 🗸	
Weight			Height					BMI BMI Data (Time		
					Residency Details			Divit Date/Time		
Country of Birth	~									
Type of Residency	Resident 🗸									
Residency Comments							]			
					Death Details					
Date of Death	U	nknown Date of Death		Death Notification		~		Relatives Contacted	×	
					UR Comments					
						~				
						~				
		Update	a Alias	Links	Emerge Contact Prev	Address B	MI Can	cel		

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





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The following confirmation message will display.

Message from webpage	×
Are you sure you want to delete alias?	
OK Cancel	

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.

🗀 JONES Mrs Kat	e Anamda			NHI No	HB \$8533
Date of Birth 16 Feb 1953	(Age 62 yrs) Sex Female				
Station	V NHI Information V Functions	V Record Coding V Labels & Forms V			
		NHI/MWS Patient	Aliases		
Surname	First Given	Second Given	Third Given	Pref.	
DAVIES	DEVINA			1	Delete
Surname					
First Given	Preferred				
Second Given	•				
Third Given	O Add B	asic Contact/Donor Medical Warnings			

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

The Alias record will be permanently deleted.

🗀 JONES Mrs Kat	e Anamda			NHI No	HB \$8533				
Date of Birth 16 Feb 1953	Date of Sirth 16 Feb 1953(Age 62 yrs) Sex Female								
State Information	V NHI Information V Functions	Record Coding 🗸 Labels & Forms 🗸							
		NHI/MWS Patient A	liases						
Surname	First Given	Second Given	Third Given	Pref.					
Surname									
First Given	Preferred								
Second Given	•								
Third Given	Add Basi	Contact/Donor Medical Warnings							



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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.

DONES Mrs Kate Ar	namda							NHI No		HB \$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female									
C 22 21 21 29 -	Inpatient Enguiry	Patient Master Index 🗸 Admi	ssion & Discharc 🗸 Other Appointm	ients 🗸 -	Supervisor	Billing Functions	Documentation	Maternity Deta	ils 🗸	
			Dem	ographic D	etails		-			
Title	Mrs 🗸		Address		90 PEMBROKE ROA	D	Mailing / Postal Ac	idress		
Surname	JONES				Ĺ					7
Given Names	KATE ANAMDA							E E		=
Sex	Female 🗸				NORTHLAND 6012, V	VELLIN				7
Date of Birth	16 Feb 1953		Domicile		2203					
Private Phone	04 412 4488		Business Phone				Mobile Phone	0.	23 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics Confirmed Date		10 Mar 2015 👸					
				<b>PMI Details</b>	s					
Previous Name			Marital Status		~		Occupation		~	1
Ethnicity 1	NZ European 💊		lwi 1		~		Religion		~	
Ethnicity 2			lwi 2		~					
Ethnicity 3	<u> </u>	<ul> <li>Image: A set of the set of the</li></ul>	lwi 3		~		Interpreter Require	ed 🚺	lot Stated 🗸	
Local GP	Battersby Leanne (Ms	Ø	Visiting Options		×					
Practice	Northland Medical Cent	) ⊘	Folder Selection			~	Pref Language 1		~	
GP Other							Pref Language 2	Ē	~	
							Smoker	N	lo 🗸	
Weight			Height				BMI Data Time			
			Re	sidency Det	tails		Divit Date/Time			
Country of Birth	✓									
Type of Residency	Resident 🗸									
Residency Comments										
	1			Death Detai	ils					
Date of Death	III	Unknown Date of Death	Death Notification		$\sim$		Relatives Contact	ed	~	
			, i	JR Commen	its					
						~				
						v				
		Update	Alias Links E	merge Conta	act Prev Address	BMI	Cancel			
1										

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

Di JONE	S Mrs Kate Anamda								NHI No		HB \$8533
Date of Birth	16 Feb 1953(Age 62 yrs) Sex Fem	ale									
🗶 🕄	🖳 🖳 💼 🗾 Inpatient E	nquiry V Patient Master Index V	Admission & Discharg 🗸	Other Appointments	VSuperv	risor 🗸	Billing Functions	✓ Documentation	✓ Maternity	Details 🗸	
		Contact 1						Contact :	2		
Name		Relation	×		Name				Relation	~	
Address		Private Ph			Address				Private Ph		
		Work Ph							Work Ph		
		Mobile							Mobile		
		E-Mail							E-Mail		
			Clear	Default	]					Clear	Default
		Contact 3						Person Responsible	for Account		
Name		Relation	~		Name				Relation	×	]
Address		Private Ph			Address				Home Phone		
		Work Ph							Work Phone		
		Mobile									
		E-Mail								Clear	Default
			Clear	Default						Citar	Deiduit
		Patient Postal Address									
Address		]									
		1									
		]									
		]	Clear	Default							
		]		Undate	Cancel	_					
				Opuate	Caricer						

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.

	anda									110.00500
	lamoa							NHI No		HB \$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female									
🕵 &/ &, &, 👔	Inpatient Enquiry	✓ Patient Master Index ✓	Admission & Discharg	<ul> <li>Other Appointments</li> </ul>	Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	V Maternity [	Details 🗸	
				Demographic	Details					
Title	Mrs 💌		Address		90 PEMBROKE RC	DAD	Mailing / Postal Ad	dress		
Surname	JONES									
Given Names	KATE ANAMDA									
Sex	Female 🗸				NORTHLAND 6012	2, WELLIN				
Date of Birth	16 Feb 1953		Domicile		2203					
Private Phone	04 412 4488		Business Phon	e			Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics	Confirmed Date	10 Mar 2015 👸					
				PMI Deta	iils					
Previous Name			Marital Status		×		Occupation		×	
Ethnicity 1	NZ European	~	lwi 1		×	<u>_</u>	Religion		~	
Ethnicity 2	· · · · · · · · · · · · · · · · · · ·	<u>~</u>	lwi 2		``````````````````````````````````````	<u> </u>			The second second	
Ethnicity 3			lwi 3		``````````````````````````````````````		Interpreter Require	d	Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options	5	×	·				
Practice	Northland Medical Cent	1 🤌	Folder Selectio	n		~	Pref Language 1		~	
GP Other							Pref Language 2		~	
							Smoker		No 🗸	
Weight			Height				BMI BMI Date/Time			
				Residency D	etails					
Country of Birth	~									
Type of Residency	Resident 🗸									
Residency Comments										
Data of Datath		University Data of Death		Death Det	ans		Delethors Contact			
Date of Death		Unknown Date of Death		ain Nouncation	ents		Relatives Contacte	ea	<b>v</b>	
				one comm						
						^				
						$\sim$				
		Lindate	AFaa	Linka Emoreo Co	Prov Addroso	PMI	Cancel			
		Opdate	Milds	Links Emerge Col	riev Address	DMI	Calicer			

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



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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.

🗅 JONES Mrs Kate Anamda						NHI No		HB \$8533	Ţ
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									í
🌋 🕄 🖳 📄 🗾 Inpatient Enquiry	✓ Patient Master In	ndex 🗸 Admission & Discharç 🗸 Other Appointm	ents 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	✓ Documentation	Maternity Details	~		
					Inactiv	re 🗌		Add Contact	]
			Cancel						
Selected : 0		Contact Det	ails Maintenance				Q	76 🕰	
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address		Send Letter	Inactive	
								/	

### 3. Click Add Contact.

🗀 JONES Mrs Kate Anamda		Add Contact		? = ×	1	NHI No	HB \$8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female	Contact Type	V	Relationship V				
🌋 💱 🛐 📳 🗾 Inpatient Enquiry 🗸 Patient Ma	Title	~	Home Phone		umentation 💊	<ul> <li>Maternity Details</li> </ul>	×
	Surname		Work Phone	_	Inactive	]	Add Contact
	Given Name		Mobile Phone	_			
Selected : 0	Second Given Name		Email				
	Address		Send Letter				
Contact Type Relationship			Inactive				Send Letter Inactive
	Suburb		Date Inactive 📩 👸				
	Town/City/Country						^
	Post Code						
		Add Copy Patients A	idress Cancel				

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.

🗀 JONES Mrs Kate Anamda						NHI No		HB \$8533	Γ,
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									li
🕵 幻 🖳 😫 📄 🗾 Inpatient Enquiry	✓ Patient Master II	ndex 🗸 Admission & Discharg 🗸 Other Appointme	ents 🗸Supervisor	Billing Functions	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	~		1
					Inactiv	e 🔲		Add Contact	
			Cancel						
Selected : 1		Contact Det	ails Maintenance				Q	7. 8	
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address		Send Letter	Inactive	
Power of Attorney		KELVIN ATWELL		028 1008 2886	LEVEL 3, AMI HOUSE 1: ARO WELLINGTON 601	28 LAMBTON QUAY TE	No	No	Ĵ

### 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.

🗀 JONES Mrs Kate Anamda						NHI No		HB \$8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female								
🌋 🕄 💐 💼 🖬 Inpatient Enquiry	✓ Patient Master In	dex 🗸 Admission & Discharç 🗸 Other Appointme	ents 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	~	
					Inactive	•		Add Contact
			Cancel					
Selected : 1		Contact Deta	ails Maintenance				Q	T. A
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address		Send Letter	Inactive
Power of Attorney		KELVIN ATWELL		028 1008 2886	LEVEL 3, AMI HOUSE 12 ARO WELLINGTON 6011	8 LAMBTON QUAY TE	No	No

3. Select the Extra Contact to Update.

The Update Contact screen will display.

🗀 JONES Mrs Kate Anamda			Update Conta	ct		? = ×	NHI No		HB \$8533	• ^
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female		Contact Type	Power of Attorney	Relationship						
🌋 🖏 🖳 🤮 💼 🗾 Inpatient Enquiry	✓ Patient Ma	Title	Mr V	Home Phone			Maternity Details	~		
		Sumame	ATWELL	Work Phone	04 4103 0117				Add Contact	
		Given Name	KELVIN	Mobile Phone	028 1008 2886					
Colored et		Second Given Name		Email	k.atwell@atwellpartners.co.nz			0	ST DI	
Selected : 1		Address	LEVEL 3. AMI HOUSE	Send Letter						
Contact Type	Relationship		128 LAMBTON QUAY	Inactive				Send Letter	Inactive	
Dawn of Allerman		Suburb	TEARO	Date Inactive	ň 🖷		BTON QUAY TE	No	No	
Egy Power of Automey		Town/City/Country	WELLINGTON		<b>•</b>					$\sim$
		Part Cada								
		Created By	J B Henshall 10 Mar 2015 11:31:31	Undated By						
			Update Copy Patient	ts Address Cz	ancel					

- 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.

DONES Mrs Kate Anamda					NHI No		HB \$8533	
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female								í
🌊 🕄 🖳 💼 🗾 Inpatient Enquiry	✓ Patient Master II	ndex 🗸 Admission & Discharg 🗸 Other Appointm	ents 🗸Supervisor	Billing Functions	✓ Documentation ✓ Maternity Details	• •		
					Inactive		Add Contact	
			Cancel					
Selected : 1		Contact Det	ails Maintenance			Q	<b>%</b> A	
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.

🗀 JONES Mrs Kate Anamda						NHI No		HB \$8533	
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									
🌋 🕄 🖳 💼 🗾 Inpatient Enquiry	✓ Patient Master II	ndex 🗸 Admission & Discharç 🗸 Other Appointm	ents 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	Maternity Details	~		
					Inactiv	re 🔲		Add Contact	
			Cancel						
Selected : 1		Contact Det	ails Maintenance				Q	<b>%</b> A	
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address		Send Letter	Inactive	
Dower of Attorney		KELVIN MARK ATWELL	04 188 2200	028 1008 2886	LEVEL 3, AMI HOUSE 1: ARO WELLINGTON 601	28 LAMBTON QUAY TE 1	No	No	

3. Select the Extra Contact to Inactivate.

The Update Contact screen will display.

🗅 JONES Mrs Kate Anamda		Update Contact			? = X	NHI No		HB \$8533	
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female	Contact Type	Power of Attorney	Relationship	✓					
🧟 🖏 💐 🦉 📄 🗾 Inpatient Enquiry 🗸 Patient Ma	Title	Mr 🗸	Home Phone			Maternity Details	~		
	Sumame	ATWELL	Work Phone	04 4103 0117				Add Contact	
	Given Name	KELVIN	Mobile Phone	028 1008 2886					
Selected : 1	Second Given Name		Email	k.atwell@atwellpartners.co.nz			Q		
	Address	LEVEL 3, AMI HOUSE	Send Letter				1		
Contact Type Relationship		128 LAMBTON QUAY	Inactive				Letter	Inactive	
Power of Attorney	Suburb	TE ARO	Date Inactive	📩 💆 🔟		IBTON QUAY TE	No	No	
	Town/City/Country	WELLINGTON							
	Post Code	6011							
	Created By	J.R.Henshall 10 Mar 2015 11:31:31	Updated By						
		Update Copy Patients Delete	Address	ancel					

- 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		HB \$8533	
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									
🎉 💐 🖳 💼 🗾 Inpatient Enquiry	✓ Patient Master In	dex 🗸 Admission & Discharc 🗸 Other Appointme	ents 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	✓ Documentation	✓ Maternity Details	~		l
					Inactiv	•		Add Contact	
			Cancel						
Selected : 0		Contact Det	ails Maintenance				Q	7.8	
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		HB \$8533	Γ,
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female								f
🌋 🕄 🖳 💼 🗾 Inpatient Enquiry	✓ Patient Master In	ndex 🗸 Admission & Discharç 🗸 Other Appointme	ents 🗸Supervisor	Billing Functions	✓ Documentation ✓ Maternity De	etails 🗸		
					Inactive 🗹		Add Contact	1
			Cancel					
Selected : 1		Contact Det	ails Maintenance			Q	7. 8	
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 ARO WELLINGTON 6011	TE No	Yes	ζ.

## 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.

			NHINO		HB \$8533
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female					
🌋 🖏 🕵 💼 🗾 Inpatient Enquiry 🗸 Patient Master Index 🗸 Admission	k Discharç 🗸 Other Appointments 🗸Supervisor	- V Billing Functions	✓ Documentation ✓ Maternity Details	~	
			Inactive		Add Contact
	Cancel				
Selected : 1	Contact Details Maintenance			Q	T. A
Contact Type Relationship Name	Home Phone	Mobile Phone	Address	Send Letter	Inactive
Power of Attorney KELVIN MARK ATW	ELL 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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🗀 JONES Mrs Kate Anamda		Update Contact			? = X	NHI No		HB \$8533	~
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female	Contact Type	Power of Attorney	Relationship	✓					
🕵 🖏 🖳 😭 💼 💶 Inpatient Enquiry 🗸 Patient	Ma Title	Mr 🗸	Home Phone			Maternity Details	~		
	Surname	ATWELL	Work Phone	04 4103 0117				Add Contact	
	Given Name	KELVIN	Mobile Phone	028 1008 2886					
Selected : 1	Second Given Name		Email	k.atwell@atwellpartners.co.nz			Q		
	Address	LEVEL 3, AMI HOUSE	Send Letter						
Contact Type Relationship		128 LAMBTON QUAY	Inactive				Letter	Inactive	
Power of Attorney	Suburb	TE ARO	Date Inactive	📩 💆 🛄		IBTON QUAY TE	No	No	
	Town/City/Country	WELLINGTON							1
	Post Code	6011							
	Created By	J.R.Henshall 10 Mar 2015 11:31:31	Updated By						
		Update Copy Patients	Address C	ancel					
		Delete							
						4			

### 4. Click Delete.

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

Message from webpage
Are you sure you want to Delete ?
OK Cancel

5. Click Ok.

The Extra Contact details are removed.

									_
🗀 JONES Mrs Kate Anamda						NHI No		HB \$8533	
Date of Birth 16 Feb 1953(Age 62 yrs) Sex Female									
🎉 💐 🖳 😭 💼 🗾 Inpatient Enquiry	✓ Patient Master In	dex 🗸 Admission & Discharc 🗸 Other Appointme	ents 🗸Supervisor	Billing Functions	✓ Documentation	Maternity Details	~		
					Inacti	/e 🗌		Add Contact	
			Cancel						
Selected : 0		Contact Det	ails Maintenance				Q	T. A	
Contact Type	Relationship	Name	Home Phone	Mobile Phone	Address		Send Letter	Inactive	
								~	4



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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.

DONES Mrs Kate	Anamda				NHI No		HB \$8533
Date of Birth 16 Feb 1953(Ag	je 62 yrs) Sex Female						
🛋 😫 🖳 🛃 📰	Inpatient Enquiry 🗸 Patient Mas	ter Index 🧹 Admis	sion & Discharg 🗸 Other Appointments 🗸Supervisor	✓ Billing Fun	ctions 🗸 Documentation 🗸 Maternity	r Details 🗸 🗸	
	Patient	Demographics	Photo ID Maintenance	? = ×	1st Contact	Deleties	Harbord
Surname Given Names Address	JONES KATE ANAMDA 90 PEMBROKE ROAD	Title Previous Name Home Phone	Photo ID File Name   Bri Add Delete Close	owse	ENIC JONES 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON 2nd Contact	Relation Home Ph. Business Ph. Mobile Ph.	Husband 04 412 4488 028 3001 2288
	NORTHLAND 6012, WELLINGTON (2203	Mobile Phone ) E-Mail				Relation Home Ph. Business Ph. Mobile Ph.	
GP Other		Religion		Nome	3rd Contact	Relation	
Usual GP Practice	Battersby Leanne (Ms.) Northland Medical Centre	Occupation Smoker Visiting Options	No	Address		Home Ph. Business Ph. Mobile Ph.	
		Deceased	No ()		Patient Postal Add	ess	
Country of Birth				Postal Addres	8		
Ethnicity 1 Ethnicity 2	NZ European	lwi 1 lwi 2	-		Person To Contact In Em	emencies	
Ethnicity 3		lwi 3	÷	Name	ERIC JONES	Relation	Husband
Demographics Confirmed	10 Mar 2015			Address	90 PEMBROKE ROAD	Home Phone Business Phone	04 412 4488
Residency Comments	ι	R Comments			NORTHLAND 6012, WELLINGTON 2203		

- 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

5. Click Open to select the file.

🗀 JONES Mrs Kate A	namda				NHI No		HB \$8533
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female						
🕵 🕺 🕹 😫 🗃	Inpatient Enquiry V Patient Maste	r Index 🧹 Admiss	sion & Discharg 🗸 Other Appointments 🗸Supervisor	✓ Billing Fund	tions 🗸 Documentation 🗸 Maternit	y Details 🗸 🗸	
	Patient D	emographics	Photo ID Maintenance	? - X	1st Contact		
Surname Given Names Address	JONES KATE ANAMDA 90 PEMBROKE ROAD	Title Previous Name Home Phone	Photo ID File Name C:\Users\jhenshall\Pictures\florence_ni{ Bro Add Delete Close	owse	ERIC JONES 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON	Relation Home Ph. Business Ph. Mobile Ph.	Husband 04 412 4488 028 3001 2288
	NORTHLAND 6012, WELLINGTON (2203)	Business Phone Mobile Phone E-Mail			2nd Contact	Relation Home Ph. Business Ph. Mobile Ph.	
GP Other		Religion		Name	3rd Contact	Relation	
Usual GP Practice	Battersby Leanne (Ms.) Northland Medical Centre	Occupation Smoker Visiting Options	No	Address		Home Ph. Business Ph. Mobile Ph.	
		Deceased	No ()		Patient Postal Add	ress	
Country of Birth				Postal Addres	5		
Ethnicity 1	NZ European	lwi 1					
Ethnicity 2		lwi 2	-		Person To Contact In Em	ergencies	
Ethnicity 3 Demographics Confirmed Residency Comments	10 Mar 2015	lwi 3		Name Address	ERIC JONES 90 PEMBROKE ROAD	Relation Home Phone Business Phone	Husband 04 412 4488
	UR	l Comments			NORTHLAND 6012, WELLINGTON 2203		

6. Click Add button to attach the photograph to the patient record.

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

DONES Mrs Kate A	Inamda					NHI No		HBS8	1533	
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female									35
🕵 🔊 🕄 😫 🗊	Inpatient Enquiry V Patient Maste	r Index 🗸 Admission & Discha	rç 🗸 Other Appointments	✓Supervisor	✓ Billing Fund	ctions V Documentation	V Maternity [	Details 🗸		
	Patient D	emographics		9	2		1st Contact			
Surname Given Names Address	JONES KATE ANAMDA 90 PEMBROKE ROAD	Title Previous Name Home Phone	Mrs 04 412 4488		Address	90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTO	N 2nd Contact	Home Ph. Business Ph. Mobile Ph.	04 412 4488 028 3001 2288	
	NORTHLAND 6012, WELLINGTON (2203)	Mobile Phone E-Mail	023 552 7441 1kate.jones@homemail.	net.nz	Name Address			Relation Home Ph. Business Ph. Mobile Ph.		
GP Other Usual GP Practice	Battersby Leanne (Ms.) Northland Medical Centre	Religion Occupation Smoker Visiting Options	No		Name Address	Dalier	3rd Contact	Relation Home Ph. Business Ph. Mobile Ph.		
Country of Birth		Deceased			Postal Addres	8				
Ethnicity 1 Ethnicity 2 Ethnicity 3	NZ European	lwi 1 lwi 2 lwi 3	-		Name	Person To C ERIC JONES	ontact In Eme	rgencies Relation	Husband	_
Demographics Confirmed Residency Comments	10 Mar 2015				Address	90 PEMBROKE ROAD	TON 2203	Home Phone Business Phone	04 412 4488	
	UR	Comments				NORTHEAND 0012, WELLING	1011 2205			

### 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.

DONES Mrs Kate A	namda				NHI No	HB \$8533
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female					1
s 21 21 21 11	Inpatient Enquiry V Patient Master	r Index 🗸 Admission & Discha	ırç 🗸 Other Appointments 🖌Supervisor	✓ Billing Fund	tions 🗸 Documentation 🗸 Matern	ity Details 🗸
	Patient D	emographics	2		1st Contact	Delating Husband
Surname Given Names Address	JONES KATE ANAMDA 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON (2203)	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail	Mrs 04 412 4488 023 552 7441 1kate.jones@homemail.net.nz	Name Address Name Address	ENC JORES 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON 2nd Contact	relation russand Home Ph. 04 412 4488 Business Ph. Nobile Ph. 028 3001 2288 Relation Home Ph. Business Ph. Mobile Pb.
GP Other Usual GP Practice	<u>Battersby Leanne (Ms )</u> Northland Medical Centre	Religion Occupation Smoker Visiting Options	No	Name Address	3rd Contact	Relation Home Ph. Business Ph. Mobile Ph.
Country of Birth		Deceased	No ()	Postal Addres	Patient Postal Adi 3	dress
Ethnicity 1 Ethnicity 2 Ethnicity 3	NZ European	lwi 1 lwi 2 lwi 3		Name	Person To Contact In Er ERIC JONES ON DEMORPORE ROAD	nergencies Relation Husband Kome Dana 04 412 4429
Demographics Confirmed Residency Comments	10 Mar 2015 UR	Comments			NORTHLAND 6012, WELLINGTON 2203	Business Phone

The photograph will display in the centre of the page.

DONES Mrs Kate A	Anamda					NHI No	HBS	533
Date of Birth 16 Feb 1953(Ag	ge 62 yrs) Sex Female							1
	Inpatient Enquiry V Patient Maste	r Index 🗸 Admission & Dis	scharg 🗸 Other Appointments	✓Supervisor	V Billing Fur	nctions 🗸 Documentation 🗸 Mat	ernity Details 🗸 🗸	
	Patient D	emographics	-		<b>B</b> ×	1st Conta	Relation	Husband
Guname Given Names Address GP Other Usual GP Practice	JONES KATE ANAMDA 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON (2203 ) Battersby Leanne (Ms.) Northland Medical Centre	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail Religion Occupation Smoker Visiting Options Deceared			ne ress ress ress	SO PEMEROKE ROAD NORTHLAND 6012, WELLINGTON 2nd Cont 3rd Cont	Relation Home Ph. Business Ph. Moble Ph. Act Relation Home Ph. Business Ph. Moble Ph. Address Address	Husania 04 412 4488 028 3001 2288
Country of Birth Ethnicity 1 Ethnicity 2 Ethnicity 3 Demographics Confirmed Residency Comments	NZ European 10 Mar 2015	lwi 1 lwi 2 lwi 3	: :		al Addre Name Address	ss Person To Contact It ERIC JONE S 90 PEMBROKE ROAD	n Emergencies Relation Home Phone Business Phon	Husband 04 412 4488
	UF	t Comments				NORTHLAND 6012, WELLINGTON 220	3	



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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 A	namda									NHI No		HB \$8533
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female											
C 21 21 29 59	Inpatient Enquiry	✓ Patient Master Index ✓ Adr	mission & Dischar	Other Appointm	ients 🗸 -	Supervisor	Billing Func	tions 🗸 Docu	mentation	Maternity De	etails 🗸	
				Dem	nographic D	etails						
Title	Mrs 🗸		Address			90 PEMBROKE RO	DAD	Ma	iling / Postal Ad	Idress		
Surname	JONES					í –						_
Given Names	KATE ANAMDA											_
Sex	Female V					NORTHLAND 6012	, WELLIN					_
Date of Birth	16 Feb 1953		Domicile			2203						
Private Phone	04 412 4488		Business Pho	ine				Mo	bile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographic	s Confirmed Date		10 Mar 2015						
					PMI Detail	s						
Previous Name			Marital Status	1		~		Oci	cupation			~
Ethnicity 1	NZ European		lwi 1			×	-	Rel	ligion			~
Ethnicity 2	\	<ul> <li>Image: A set of the set of the</li></ul>	lwi 2			<u> </u>	<					
Ethnicity 3	<u> </u>	<ul> <li>Image: A set of the set of the</li></ul>	lwi 3			<u> </u>	<ul> <li>Image: A set of the set of the</li></ul>	Inte	erpreter Require	bd	Not Stated 🗸	
Local GP	Battersby Leanne (Ms	2	Visiting Optio	ns		~	•					
Practice	Northland Medical Cent	) 🧭	Folder Select	ion			~	Pre	of Language 1		×	
GP Other								Pre	f Language 2		×	
								Sm	ioker		No 🗸	
Weight			Height					BM	    Dete/Time			
				Re	sidency De	tails						
Country of Birth	×											
Type of Residency	Resident 🗸											
Residency Comments												
					Death Detai	ls	-			_		
Date of Death		Unknown Date of Death		eath Notification			/	Re	latives Contact	ed	~	
					JR Commen	its						
							~					
							U					
									_			
		Update	Alias	Links E	merge Conta	act 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 Ka	te Amanda		NHI No	HB \$8533
Date of Birth 16 Feb 195	3(Age 62 yrs) Sex Female			
	💼 🗖 Inpatient Enquiry 🗸 Pati	ent Master Index V Admission & Discharr V Other Appointments V Supervisor V Billing Functions V	Documentation V Maternity Details V	
		e treest		
Title	Mrs 🗸	Body Mass Index - JONES Mrs Kate Amanda (UR Number HBS8533)	? - X Postal Address	
Surname	JONES	Date Input By Height Weight BMI Visit Number Delete By		
Given Names	KATE AMANDA			
Sex	Female 🗸			
Date of Birth	16 Feb 1953			
Private Phone	04 412 4488		one 023 552 7441	]
E-Mail	1kate.jones@homemail.ne			
Previous Name			n	~
Ethnicity 1	NZ European 🗸			~
Ethnicity 2	~			
Ethnicity 3	<u> </u>		Required Not Stated V	
Local GP	Battersby Leanne (Ms			
Practice	Northland Medical Cent		uage 1 🗸 🗸 🗸	]
GP Other			uage 2 🗸 🗸 🗸	1
			No 🗸	
Weight		Add Evit	Time	
Country of Birth	×	L		
Type of Residency	Resident 🗸			
Residency Comments				
		Death Details		
Date of Death	Unknown	Date of Death Death Notification	Kelatives Contacted	
		or comments		
		^		
		✓		
		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.

Message from webpage
Warning: this is not a current admission.
OK Cancel

5. Click OK.

The Add BMI details screen will display.

DONES Mrs Kate A	manda		NHI No	HB \$8533
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female			
	Inpatient Enquiry V Pa	tient Master Index 🗸 Admission & Discharg 🗸 Other Appointments 🗸Supervisor 🗸 Billing Functions	Documentation     Maternity Details	
Title Sumane Green Names Sex Det of littin Private Phone E-Mell Previous Name Ethnicity 1 Ethnicity 2 Ethnicity 2 Ethnicity 2 Ethnicity 2 Ethnicity 3 Local GP Practice GP Other Weight Country of Birth	Mis V JONES KATE AMANDA Female V If Feb 1933 (4 412 4488 Trate jones@homemail.ne NZ European National Medical Cent Northland Medical Cent	Add Height / Weight Details - JOHES Hirs Kate Amanda (UR Number HIS8533) Visit Number ) Date 10 Mar 2015 Time (122433) O  Height en Weight kg BMI Add Cancel	Address      one      C23 552 7441      one      Time      Time	
Type of Residency	Resident 🗸			
Residency Comments		Death Details		
Date of Death	Unknov	In Date of Death  Death Notification UR Comments	Relatives Contacted	
		Update Alias Links Emerge Contact Prev Address BMI Car	ncel	

- 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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DONES Mrs Kate A	manda							NHI No		HB \$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female									
🛋 纪 🖳 🕄 📄	npatient Enquiry 🗸 P	tient Master Index 🗸 Admissio	n & Discharç 🗸 🛛 Other A	ppointments 🗸	Supervisor	<ul> <li>Billing Functions</li> </ul>	✓ Documentation	n 🗸 Maternity	/ Details 🗸	
		- Paula	Marce Tendens JONIEC Ma	n I n n i	Number URCO	)E32)				
Title	Mrs 🗸	body	riass fildex - JONES Fil	S Kate Amanua (Ur	Number fib3e	555)	ostal	Address		
Surname	JONES	Date	Input By	Height Weig	nt BMI	Visit Number	Delete By			
Given Names	KATE AMANDA	10 Mar 2015 12:44:39	J.R.Henshall	161.0 59.0	22.8					
Sex	Female 🗸									
Date of Birth	16 Feb 1953									
Private Phone	04 412 4488						one		023 552 7441	
E-Mail	1kate.jones@homemail.ne									
Previous Name							n		×	<u>_</u>
Ethnicity 1	NZ European V								×	
Ethnicity 2	¥									
Ethnicity 3	<u> </u>						Req	uired	Not Stated V	
Local GP	Battersby Leanne (Ms									
Practice	Northland Medical Cent						uage	1	×	
GP Other							uage	2	×	
									No 🗸	
Weight				Add	vit		Time			
Country of Birth	×	L								
Type of Residency	Resident 🗸									
Residency Comments				Death Dataile						
Date of Death	1 Interes	up Data of Death	Death Notification	Death Details			Rolativas Cont	ented		
	Unkno	in Date of Death		UR Comments		<b>*</b>	relatives Cont	acted	~	
				arr commence						
						^				
						~				
		lladata Al	List-	Emain Call	Den Add	PMI	Connel			
		- upudte A	LINKS	Emerge Contact	Flev Address	DMI	Canobi			

8. Click Exit.

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

Contraction International	manda							AR II AIS		
JOINES WITS Rate A	ananua							NHI NO		HD 50033
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female									
🗶 😫 🖳 🔛 📰	Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharg 🗸 0	ther Appointments 🗸 🗸	Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Detail</li> </ul>	ls 🗸	
				Demographic	Details					
Title	Mrs 🗸		Address		12 RIXON GROVE		Mailing / Postal Addr	ress		
Surname	JONES									
Given Names	KATE AMANDA				MOUNT VICTORIA	۱				
Sex	Female 🗸				WELLINGTON 601	1, NEW 2				
Date of Birth	16 Feb 1953		Domicile		2082					
Private Phone	04 412 4488		Business Phone		04 5321000		Mobile Phone	02	3 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics Confir	med Date	10 Mar 2015 👸					
				PMI Det	ails					
Previous Name			Marital Status		~	]	Occupation		~	
Ethnicity 1	NZ European	<u>~</u>	lwi 1		``````````````````````````````````````	~	Religion		~	
Ethnicity 2	<u> </u>	~	Iwi 2		<u>`</u>	-				
Ethnicity 3		<u>~</u>	IWI 3		``````````````````````````````````````	<u></u>	Interpreter Required	N	ot Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options		<b>`</b>	<u></u>				
Practice	Northland Medical Cent	1 🤗	Folder Selection			~	Pref Language 1		~	
GP Other							Pref Language 2		~	
							Smoker	N	• •	
Weight	59.0		Height		161.0		BMI BMI Date/Time	22	.8 Mar 2015 12:46:41	
				Residency I	etails					
Country of Birth	~									
Type of Residency	Resident 🗸									
Residency Comments										
				Death De	ails					
Date of Death		Unknown Date of Death	Death No	tification	×	/	Relatives Contacted		~	
				UR Comm	ents					
						~				
						U				
			1							
		Update	Alias L	inks Emerge Co	ntact Prev Address	BMI	Cancel			

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.

DONES Mrs Kate A	namda							NHI No	HB\$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female								
🕵 🕺 🖳 🕄 🗊	Inpatient Enquiry 🗸 🖡	Patient Master Index 🗸 A	dmission & Discharg	Other Appointments	Supervisor	Billing Function	ons V Documentation	Maternity Details	
				Demogra	phic Details				
Title	Mrs 💌		Address		90 PEMBROKE R	OAD	Mailing / Postal Addr	ess	
Surname	JONES								
Given Names	KATE ANAMDA								
Sex	Female 🗸				NORTHLAND 601	2, WELLIN			
Date of Birth	16 Feb 1953		Domicile		2203				
Private Phone	04 412 4488		Business Phone	•			Mobile Phone	023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics	Confirmed Date	10 Mar 2015 👸	i 🛄			
				PMI	Details				
Previous Name			Marital Status		~	•	Occupation		~
Ethnicity 1	NZ European 🗸		lwi 1			~	Religion		$\checkmark$
Ethnicity 2	~		lwi 2			<u>~</u>			
Ethnicity 3			lwi 3			<u>×</u>	Interpreter Required	Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options		``````````````````````````````````````	<u>~</u>			
Practice	Northland Medical Cent		Folder Selection	n		~	Pref Language 1		~
GP Other							Pref Language 2		~
							Smoker	No 🗸	
Weight			Height				BMI BMI Date/Time		
				Residen	cy Details				
Country of Birth	<u> </u>								
Type of Residency	Resident 🗸								
Residency Comments				D11	n-1-1-				
Data of Data		and Date of Date		Deau	Details		Balations Contented		
Date of Death		fown Date of Death	De	un Notification	mments	~	Relatives Contacted		⊻
				UK CO					
						^			
						~			
		Undete	AFee	Lista	Contrast Draw Address	DMI	Creat		
		Update	Anas	Links Emerg	Prev Address	BMI	Cancer		

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

The Body Mass Index screen will display.

DONES Mrs Kate A	manda							NHI No		HBS8533
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female									
	Inpatient Enquiry V Patie	nt Master Index 🗸 Admission & Discl	harg 🗸 Other Appoints	ments 🗸Superv	isor	Billing Functions	Documenta	ation 🗸 Mater	nity Details 🗸	
		r		11 8 1 1				1		
Title	Mrs 🗸	Body Mass I	Index - JONES Mrs Ka	te Amanda (UR Nur	nber HBS8	3533)		stal Address		
Surname	JONES	Date	Input By He	ight Weight	BMI	Visit Number	Delete By			ī I
Given Names	KATE AMANDA	3 10 Mar 2015 12:44:39	J.R.Henshall 161	.0 59.0	22.8					1
Sex	Female V									1
Date of Birth	16 Feb 1953									
Private Phone	04 412 4488							ne	023 552 7441	
E-Mail	1kate.jones@homemail.ne									
Previous Name									×	
Ethnicity 1	NZ European V								~	
Ethnicity 2	×									
Ethnicity 3								Required	Not Stated 🗸	
Local GP	Battersby Leanne (Ms									
Practice	Northland Medical Cent							ige 1	×	
GP Other		1						age 2	×	
		1						ſ	No 🗸	
Weight	59.0								22.8	
			Add	J EXIL				ime	10 Mar 2015 12:40:41	_
Country of Birth	×	L								_
Type of Residency	Resident V									
Residency Comments										
			D	eath Details						
Date of Death	Unknown	Date of Death	Death Notification		~		Relatives 0	Contacted	✓	
			U	R Comments						
						~				
						•				
		Update Alias	Links	merge Contact Pre	v Address	BMI	Cancel			

4. Select the BMI record to be updated.



# 

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The Update BMI details screen will display.

DONES Mrs Kate	Amanda								NHI No		HB \$8533
Date of Birth 16 Feb 1953(A	Age 62 yrs) Sex Female										
	Inpatient Enquiry	Patient Master I	ndex 🗸 Adm	ission & Dischard	Other Appointm	ents 🗸Supervisor	Billing Functions	Documentation	Maternity D	etails 🗸	
						1					
Title	Mrs 🗸		Update Heig	ht / Weight Det	ails - JONES Mrs K	ate Amanda (UR Numbe	r HBS8533 Visit Number )	? - X × stal Ad	dress		
Surname	JONES	Da				- * 0					f /
Given Names	KATE AMANDA		Date	10 Mar 2015	Time  12:44:3	00			E E		f /
Sex	Female 🗸		Height	161.0 16	1.0 cm				Γ		<b>i</b> 1
Date of Birth	16 Feb 1953		Weight	59.0 59	0 kg						- 1
Private Phone	04 412 4488		BMI	22.8				he	0.	23 552 7441	
E-Mail	1kate.jones@homemail.ne				11-1-1	Court 1					
					Updat	e Cancel					
Previous Name						Delete			Γ	~	]
Ethnicity 1	NZ European 🗸									~	ŗ l
Ethnicity 2	×										
Ethnicity 3	v							Require	ed 🚺	lot Stated 🗸	
Local GP	Battersby Leanne (Ms										
Practice	Northland Medical Cent	2						ige 1	Γ	~	
GP Other								age 2	Ē	~	
									N	lo 🗸	
Weight	59.0								22	2.8	
								ine	I.	1 Widi 2015 12.40.41	_
Country of Birth	~										
Type of Residency	Resident 🗸										
Residency Comments											
					De	ath Details					
Date of Death	Ur	nknown Date of De	ath	Dea	th Notification		~	Relatives Contact	ed	~	
					UF	Comments					
							~				
							~				
		l	Jpdate	Alias	Links	erge Contact Prev Add	ess BMI	Cancel			

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.

DONES Mrs Kate A	manda					N	IHI No HBS8533
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female						
🕵 💵 🖳 🔛 📰	Inpatient Enquiry V Patie	nt Master Index 🗸 Admission i	& Discharg 🗸 Other Appointmen	ts 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	✓ Documentation ✓	Maternity Details 🗸
		_		1			
Title	Mrs 🗸	Body	Mass Index - JONES Mrs Kate	Amanda (UR Number HB	(	stal Address	
Surname	JONES	Date	Input By Heigh	t Weight BMI	Visit Number	Delete By	
Given Names	KATE AMANDA	10 Mar 2015 12:44:39	J.R.Henshall 161.0	65.1 25.1			
Sex	Female 🗸						
Date of Birth	16 Feb 1953						
Private Phone	04 412 4488					he	023 552 7441
E-Mail	1kate.jones@homemail.ne						
Previous Name							×
Ethnicity 1	NZ European 🗸						~
Ethnicity 2	<b>`</b>						
Ethnicity 3	V					Required	Not Stated V
Local GP	Battersby Leanne (Ms						
Practice	Northland Medical Cent					ige 1	×
GP Other						ige 2	✓
							No 🗸
Weight	59.0		Add	Evit			22.8 40 Mar 2015 12:46:41
			Add	LAK		ine	10 Mai 2015 12.40.41
Country of Birth	~						
Type of Residency	Resident 🗸						
Residency Comments							
			Dea	h Details			
Date of Death	Unknown	Date of Death	Death Notification		~	Relatives Contacted	~
			UR (	omments			
					^		
		Update Alia	s Links Emer	ge Contact Prev Address	BMI	Cancel	

7. Click Exit.



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

DONES Mrs Kate	e Amanda								NHI No		HB \$8533
Date of Birth 16 Feb 1953(	(Age 62 yrs) Sex Female										
🕵 🕼 🖳 🖳	💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸 Ad	mission & Discharg	Other Appointr	ments 🗸	-Supervisor	Billing Function	s V Documentation	V Maternity	Details 🗸	
				Der	nographic De	tails					
Title	Mrs 🗸		Address			12 RIXON GROVE		Mailing / Postal	Address		
Sumame	JONES				ĺ						7
Given Names	KATE AMANDA				ĺ	MOUNT VICTORI	A				7
Sex	Female 🗸					WELLINGTON 60	11, NEW 2				7
Date of Birth	16 Feb 1953		Domicile		Ì	2082					
Private Phone	04 412 4488		Business Phon	e	[	04 5321000		Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics	Confirmed Date	ĺ	10 Mar 2015 👸					
					PMI Details						
Previous Name			Marital Status		[	~	•	Occupation		~	•
Ethnicity 1	NZ European 🗸		lwi 1		[		~	Religion		×	1
Ethnicity 2	~		lwi 2				~				
Ethnicity 3			lwi 3				<u>~</u>	Interpreter Requ	uired	Not Stated 🗸	
Local GP	Battersby Leanne (Ms	2	Visiting Option:	3		×	<ul> <li>Image: A set of the set of the</li></ul>				
Practice	Northland Medical Cent	2	Folder Selectio	n	[		$\sim$	Pref Language	1		
GP Other								Pref Language 2	2	×	
								Smoker		No 🗸	
Weight	65.1		Height		1	161.0		BMI BMI Data (Time		25.1 40 Mar 2015 12:52:42	
				Re	esidency Deta	ails		Divit Date/Time		10 Midi 2015 12.52.45	
Country of Birth	×										
Type of Residency	Resident 🗸										
Residency Comments											
					Death Details						
Date of Death	U U	Inknown Date of Death	De De	ath Notification			~	Relatives Conta	acted		
					UR Comment	s					
	Γ										
							~				
		Update	Alias	Links	Emerge Contac	ct Prev Address	BMI	Cancel			
			I								

### 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.

DONES Mrs Kate	Amanda							NHI No	HB \$8533
Date of Birth 16 Feb 1953(A	ge 62 yrs) Sex Female								
🕵 🕄 🖳 🕄 🔒	📔 🗾 Inpatient Enquiry 🗸	Patient Master I	ndex 🗸 Adm	nission & Discharg 🗸 Other Appointments 🗸	-Supervisor	✓ Billing Functions	Documentation	V Maternity Details V	
					-				
Title	Mrs 🗸		Update Heig	ght / Weight Details - JONES Mrs Kate Amanda	(UR Number HB	58533 Visit Number )	? 🗕 🗙 ᄎ stal Addr	ress	
Surname	JONES	Da	Date	07 Mar 2015	Ð				
Given Names	KATE AMANDA		Duito		2				
Sex	Female 🗸		Height	161.0 cm					
Date of Birth	16 Feb 1953	1.01585	Weight	54.2 54.2 kg					
Private Phone	04 412 4488		BMI	20.9			he	023 552 7441	
E-Mail	1kate.jones@homemail.ne			Indate	Cancel				
				Delete					
Previous Name				5000	_		11		~
Ethnicity 1	NZ European 🗸						11		~
Ethnicity 2	<u> </u>						11		
Ethnicity 3	×						Required	Not Stated 🗸	
Local GP	Battersby Leanne (Ms	2					11		
Practice	Northland Medical Cent	2					ige 1	×	
GP Other							ige 2	×	
								No 🗸	
Weight	65.1							25.1 40 Mar 2015 12(52)	2
							ine	TO Mar 2015 12:52.4	5
Country of Birth	~								
Type of Residency	Resident 🗸								
Residency Comments									
				Death Details					
Date of Death	Ur	nknown Date of De	ath	Death Notification	~		Relatives Contacted		
				UR Comments					
						~			
						<u> </u>			
						·			
		l	Jpdate	Alias Links Emerge 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.

DONES Mrs Kate A	namda							NHI No	HB\$8533
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female								
🕵 🕺 🖳 🕄 🗊	Inpatient Enquiry 🗸 🖡	Patient Master Index 🗸 A	dmission & Discharg	Other Appointments	Supervisor	Billing Function	ons V Documentation	Maternity Details	
				Demogra	phic Details				
Title	Mrs 💌		Address		90 PEMBROKE R	OAD	Mailing / Postal Addr	ess	
Surname	JONES								
Given Names	KATE ANAMDA								
Sex	Female 🗸				NORTHLAND 601	2, WELLIN			
Date of Birth	16 Feb 1953		Domicile		2203				
Private Phone	04 412 4488		Business Phone	•			Mobile Phone	023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics	Confirmed Date	10 Mar 2015 👸	i 🛄			
				PMI	Details				
Previous Name			Marital Status		~	•	Occupation		~
Ethnicity 1	NZ European 🗸		lwi 1			~	Religion		$\checkmark$
Ethnicity 2	~		lwi 2			<u>~</u>			
Ethnicity 3			lwi 3			<u>×</u>	Interpreter Required	Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options		``````````````````````````````````````	<u>~</u>			
Practice	Northland Medical Cent		Folder Selection	n		~	Pref Language 1		~
GP Other							Pref Language 2		~
							Smoker	No 🗸	
Weight			Height				BMI BMI Date/Time		
				Residen	cy Details				
Country of Birth	<u> </u>								
Type of Residency	Resident 🗸								
Residency Comments				D11	n-1-1-				
Data of Data		and Data of Data		Deau	Details		Balations Contented		
Date of Death		town Date of Death	De	un Notification	mments	~	Relatives Contacted		⊻
				UK CO					
						^			
						~			
		Undete	AFee	Lista	Contrast Draw Address	DMI	Creat		
		Update	Anas	Links Emerg	Prev Address	BMI	Cancer		

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

The Body Mass Index screen will display.

DONES Mrs Kate A	Amanda								NHI N	0	HBS8533	T,
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female											ľ
	Inpatient Enquiry 🗸 Patier	t Master Index 🗸 Admission & Di	scharg 🗸 🛛 Other A	Appointments	VSuperv	isor	Billing Functions	- Document	ation 🗸 Ma	ternity Details 🗸		1
				· ·					1			
Title	Mrs 🗸	Body Mas	s Index - JONES	Mrs Kate Am	anda (UR Nur	nber HBS8	533)		stal Address			
Surname	JONES	Date	Input By	Height	Weight	BMI	Visit Number	Delete By			7	
Given Names	KATE AMANDA	10 Mar 2015 13:00:33	J.R.Henshall	161.0	51.0	19.7					Ť	
Sex	Female 🗸	10 Mar 2015 12:44:39	J.R.Henshall	161.0	65.1	25.1					7	
Date of Birth	16 Feb 1953	07 Mar 2015 15:00:00	J.R.Henshall	161.0	54.2	20.9					_	
Private Phone	04 412 4488								ne	023 552 7441		
E-Mail	1kate iones@homemail.ne											
												ā,
Previous Name										×	1	1
Ethnicity 1	NZ European									×	Ī	
Ethnicity 2	~										1	
Ethnicity 3	~								Required	Not Stated 🗸		
Local GP	Battersby Leanne (Ms											
Practice	Northland Medical Cent								ige 1			
GR Other												
									190 2	No X		
Weight	65.1									25.1		
-				Add	Exit				ime	10 Mar 2015 12:52:43		
												4
Country of Birth	×								1			
Type of Residency	Resident											
Residency Comments				Death (	)etails							
Date of Death	Linknown F	ate of Death	Death Notificatio	an an		×	1	Relatives (	Contacted			4
			Dedarritolandak	UR Com	ments							6
				Jit Com								1
							^					
							~					
		Update Alias	Links	Emerge	Contact Pre	/ Address	BWI	Cancel				

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



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The Update BMI details screen will display.

🗀 JONES Mrs Kate	Amanda							NHI No	HB \$8533
Date of Birth 16 Feb 1953(A	Age 62 yrs) Sex Female								
C 21 21 29 5	🗈 🗾 Inpatient Enquiry 🗸	Patient Master	Index 🗸 Adr	nission & Discharc 🗸 Other Appointmen	ts 🗸Supervisor	Billing Functions	Documentation	V Maternity Details V	
			_		12.00.1.21				
Title	Mrs 🗸		Update Hei	ght / Weight Details - JONES Mrs Kat	e Amanda (UR Number H	IB58533 Visit Number )	? _ X stal Addre	\$\$	
Surname	JONES	Da	Data		* •				_
Given Names	KATE AMANDA		Date	10 Mar 2015 Time  13:00:33	00				_
Sex	Female 🗸		Height	161.0 161.0 cm					_
Date of Birth	16 Feb 1953	<u> </u>	Weight	51.0 51.0 kg					
Private Phone	04 412 4488		BMI	19.7			ne	023 552 7441	
E-Mail	1kate.jones@homemail.ne								
				Update	Cancel				
Previous Name					Delete				~
Ethnicity 1	NZ European 🗸								$\overline{}$
Ethnicity 2	~							·	
Ethnicity 3	~						Required	Not Stated 🗸	
Local GP	Battersby Leanne (Ms 🛛 🔍 🤗						11		
Practice	Northland Medical Cent						age 1		
GP Other							2		
0. 00.0								No	
Weight	65.1							25.1	
							me	10 Mar 2015 12:52:4	3
Country of Birth									
Type of Residency	Resident V								
Residency Comments									
				Deat	h Details				
Date of Death	Unk	nown Date of D	leath	Death Notification		~	Relatives Contacted	×	
				UR C	omments				
						~			
	1		Update	Alias Links Emer	ge Contact Prev Address	BMI	Cancel		

## 5. Click Delete.

A warning message will be displayed.

Message from webpage
Are you sure you want to Delete ?
OK Cancel

6. Click OK.

The record is deleted and the BMI screen is displayed.



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🗀 JONES Mrs Kate A	manda										4	IHI No		HB \$8533	Ī.,
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female														
🕵 🕺 🖳 😫 📄	Inpatient Enquiry	Patient	Master Index 🗸	dmission & Disc	harç 🗸 🛛 Other Ap	ppointments	<ul> <li>Superv</li> </ul>	sor	Billing Functions	Documer	tation 🗸	Maternity Details	~		
						· · · ·					1				
Title	Mrs 🗸			Body Mass	Index - JONES P	1rs Kate Ama	nda (UR Nun	iber HBS85	33)		stal Address			]	
Surname	JONES		Date		Input By	Height	Weight	BMI	Visit Number	Delete By				]	
Given Names	KATE AMANDA		10 Mar 2015 12	:44:39	J.R.Henshall	161.0	65.1	25.1			-			]	
Sex	Female 🗸		07 Mar 2015 15	:00:00	J.R.Henshall	161.0	p4.2	20.9			-			]	
Date of Birth	16 Feb 1953										1				
Private Phone	04 412 4488										ne	023 552 7	441		
E-Mail	1kate.jones@homemail.ne										1				
Previous Name											1		~		
Ethnicity 1	NZ European 🗸	·									1		~		
Ethnicity 2	×	<u> </u>									1				
Ethnicity 3	×										Required	Not State	d 🗸		
Local GP	Battersby Leanne (Ms	2									1				
Practice	Northland Medical Cent	0									ige 1		~		
GP Other											ige 2		~		
												No 🗸			
Weight	65.1			_		0.44	Ev.A	_				25.1	45 40.50.40		
						Add	EXI				me	10 Mar 2	J15 12:52:45		
Country of Birth	~										1				1
Type of Residency	Resident 🗸														
Residency Comments															
						Death De	-tails								
Date of Death	•	Unknown D	ate of Death		Death Notification	n		$\sim$		Relatives	Contacted		~		
						UR Comn	nents								4
									~						
									~						
			Update	Alias	Links	Emerge Co	ontact Prev	Address	BMI	Cancel					

7. Click Exit.

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

🗀 JONES Mrs Kate A	Amanda							NHI No		HBS8533
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female									
📧 83 81 83 F	Inpatient Enquiry	✓ Patient Master Index	Admission & Disch	arş 🗸 Other Appointments	✓Supervisor	Billing Functions	Documentation	Maternity	Details 🗸	
				Demogra	phic Details					
Title	Mrs 🗸		Address		12 RIXON GRO	VE	Mailing / Postal A	ddress		7
Surname	JONES									1
Given Names	KATE AMANDA				MOUNT VICTOR	RIA				1
Sex	Female 🗸				WELLINGTON 6	011, NEW 2				1
Date of Birth	16 Feb 1953		Domicile		2082					
Private Phone	04 412 4488		Business P	hone	04 5321000		Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demograph	tics Confirmed Date	10 Mar 2015	÷ 🔳				
				PMI	Details	_				
Previous Name			Marital Stat	us		<b>~</b>	Occupation		×	]
Ethnicity 1	NZ European	~	lwi 1			~	Religion		~	Ĩ
Ethnicity 2		~	lwi 2			~				
Ethnicity 3		<ul> <li>Image: A set of the set of the</li></ul>	Iwi 3			~	Interpreter Requir	red	Not Stated 🗸	
Local GP	Battersby Leanne (Ms	Ø	Visiting Op	ions		$\checkmark$				
Practice	Northland Medical Cent		Folder Sele	ction		~	Pref Language 1		~	
GP Other							Pref Language 2		×	
							Smoker		No 🗸	
Weight	65.1		Height		161.0		BMI		25.1	
				Resider	ory Details		BMI Date/Time		10 Mar 2015 12:52:43	
Country of Birth	×			THE STOCE						
Type of Residency	Resident V	1								
Residency Comments										
				Deatt	ı Details					
Date of Death		Unknown Date of Death		Death Notification		~	Relatives Contac	ted	×	
				UR Co	omments					
						~				
		Updat	e Alias	Links Emerg	e Contact Prev Addre	ss BMI	Cancel			
					1					

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.

bac d bin 14 Feb 193/Lap 62 yrs) ex femal C C C C C C C C C C C C C C C C C C C	DONES Mrs Kate A	manda						NHI No		HB \$8533
C C	Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female								
Image: Control of the set of Death     Dody Maxs Indice - JOMES Fires Kate Annuada (UR Number HIBSISS3)     Image: Control of The Set of Death       Burname     JONES     Date     Fines ket     Fines ket </td <td>🗶 🗶 🖳 🕄 📄</td> <td>Inpatient Enquiry V Patier</td> <td>nt Master Index 🗸 Admission &amp; D</td> <td>Discharg 🗸 Other Appointmen</td> <td>ts 🗸Superv</td> <td>isor 🗸 Billing Fun</td> <td>ctions 🗸 Document</td> <td>tation 🗸 Matern</td> <td>ity Details 🗸</td> <td></td>	🗶 🗶 🖳 🕄 📄	Inpatient Enquiry V Patier	nt Master Index 🗸 Admission & D	Discharg 🗸 Other Appointmen	ts 🗸Superv	isor 🗸 Billing Fun	ctions 🗸 Document	tation 🗸 Matern	ity Details 🗸	
Inte Me Interview   Summe OES					1			1		
Sumane DDNES Date Input By Hereinen Her	Title	Mrs 🗸	Body Ma	iss Index - JONES Mrs Kate /	Amanda (UR Nur	nber HBS8533)	DY EX	stal Address		
Siven Famile   Ser.   Ferride   Other 2015 12 04:30   Other 2015 12 00:00   UR Henshall   If Be 2015   Other 2015 12 00:00   UR Henshall   If Be 2015   Other 2015 12 00:00   UR Henshall   If Be 2015   Other 2015 12 00:00   UR Henshall   If Be 2015   Other 2015 12 00:00   UR Henshall   If Be 2015   If	Surname	JONES	Date	Input By Height	Weight	BMI Visit Number	Delete By			
ex. Female  Fe	Given Names	KATE AMANDA	10 Mar 2015 12:44:39	J.R.Henshall 161.0	65.1	25.1	18 Harden			
Det of Binh ISE Feb 1953 Physice Phone 04 412 4488 Shale Utes jone@Command in Physice Phone Workland Medical Crift Solution Thinking 1 Emaking 1 Emaking 1 Emaking 2 Emaking 2 Emaking 2 Social OP Battereby Learne (Ms) () () Patilize Northand Medical Crift () () Patilize Northand Medical Crift () Patilize	Sex	Female 🗸	07 Mar 2015 13:01:54	U.K.Henshall 101.0	50:0	22:4 -	d.R.Henshall			
Phone Phone 04 412 448 Adal Lade jones@homemal.ne Tervious Name Enknik 1 Enknik 2 Stankik 4 Stankik 4 S	Date of Birth	16 Feb 1953	1 100 U7 Mar 2015 15.00.00	p.rc.riensnali i i o i.u	04.2	20.8		J		
E-Mail Nate jorne@Homemail.re tervicos Name tervicos Name tervi	Private Phone	04 412 4488						ne	023 552 7441	
Previous Name Terevious Name Ethnichy 1 Ethnichy 2 Ethnichy 2 Control OP Battenoby Learne (Ms Contect Verght 65.1 Douthr of Birth ye of Resident Terevious Name Not Stated v ye 2 Not Stated v ye 2 Not Stated v ye 2 Not Stated v ye 2 Not Stated v Not Stated v	E-Mail	1kate.jones@homemail.ne						1		
Teriolos Name Ethnick 1 Ethnick 2 Ethnick 2 Ethnick 2 Ethnick 3 Ethnick 4 Et										
Ethnick 1 1 NZ European	Previous Name								×	
Ethnick y 2 Secal GP Sattersby Learne (Ms & ) poter Poter Secal GP Sattersby Learne (Ms & ) poter Poter Secal GP Sattersby Learne (Ms & ) poter Secal GP Sattersby Learne (Ms & ) poter Secal GP Secal Comments Secal Comment	Ethnicity 1	NZ European 🗸						1	×	
thinking 3  Coal GP Battersby Learne (M G G) B	Ethnicity 2	~						1		
ccel d P Battersby Learne (Ms ) Patsike Preside Worthland Medical Cerr 92 92 92 92 92 92 92 92 92 10 Mar 2015 12:52:43 me 10 Mar 2015 12:52	Ethnicity 3	~						Required	Not Stated 🗸	
Practice Northland Medical Cent © @ pe 1 v v pe 0 there ge 2 v v sge 2 v v ge 2 v v ge 2 v v ge 2 v v me 10 Mar 2015 12:52:43 me 10 Mar 201	Local GP	Battersby Leanne (Ms						1		
sP Other Velght 65.1 Velght 65.1 Velght 65.1 Velget Resident  Velget Resid	Practice	Northland Medical Cent						ige 1	×	
Neight 65.1	GP Other							age 2	×	
Veright     65.1     Add     Exit     me     25.1       Country of Birth Ype of Residency     Image: Connects     10 Mar 2015 12:52:43       Veright Image: Connects     Image: Connects     10 Mar 2015 12:52:43       Veright Image: Connects     Image: Connects     Image: Connects       Veright Image: Connects     Image: Connects     Image: Connects									No 🗸	
Add Ext me 10 Mar 2015 12:52:43	Weight	65.1							25.1	
Country of Birth Vipe of Residency Residency Comments				Add	Exat			ime	10 Mar 2015 12:52:43	_
Inpe of Resident	Country of Birth	×						]		
Readency Comments	Type of Residency	Resident								
Death Details Death Details Death Details Unknown Date of Death Unknown Date of Death UR Comments UR C	Residency Comments									
Late of Death Uriknown Date of Death Death Notification Relatives Contacted V UR Comments				Deat	h Details					
UR Comments	Date of Death	Unknown (	Date of Death	Death Notification		~	Relatives	Contacted	~	
Update Alias Links Emerge Contact   Prev Address   BMI Cancel				UR C	omments					
Update Alias Links Emerge Contact Prev Address BMI Cancel										
Update Alias Links Emerge Contact Prev Address BMI Cancel						^				
Update Alias Links Emerge Contact Prev Address BMI Cancel						$\sim$				
			Update Alias	Links Emer	ge Contact Pre	v Address BMI	Cancel			



PMI and NHI User Guide NZ

## 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.

DONES Mrs Kate	Amanda				NHI No	HB \$8533
Date of Birth 16 Feb 1953(Ag	ge 62 yrs) Sex Female					4.5
🕵 🔛 🖳 😫 🖬	Inpatient Enquiry V Patient Master	r Index 🗸 Admission & Discha	arç 🗸 Other Appointments 🗸Supervisor	✓ Billing F	Functions V Documentation V Ma	aternity Details 🗸
	Patient D	emographics		0	1st Con	lact
Surname Given Names Address	JONES KATE AMANDA 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON (2203 )	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail	Mrs 04 412 4488 023 552 7441 1kate.jones@homemail.net.nz	Name Address Name Address	ERIC-JONES 90 PEMBROKE ROAD NORTHLAND 6012, WELLINGTON 2nd Con	Relation Husband Home Ph. 04 412 4488 Business Ph. 04 412 4488 Moble Ph. 028 3001 2288 tact Relation Home Ph. Business Ph. Moble Ph.
GP Other Usual GP Practice	Battersby Leanne (Ms.) Northland Medical Centre	Religion Occupation Smoker Visiting Options Deceased	No No ()	Name Address Postal Add	3rd Con Patient Posta	tact Relation Home Ph. Business Ph. Mobile Ph. I Address
Country of Birth Ethnicity 1 Ethnicity 2 Ethnicity 3	NZ European	lwi 1 lwi 2 lwi 3	-	Name	Person To Contact	In Emergencies Relation Husband
Demographics Confirmed Residency Comments	10 Mar 2015			Address	90 PEMBROKE ROAD	Business Phone 04 412 4488
	UR	Comments			NORTHLAND 0012, WELLINGTON 22	<b>U</b> J
			Admission Details for at			
Admission No Ward Admission Date Patient Type Attending Doctor Health Specialty Admission Type Readmission Ind Diet Admission Weinht	0 at - - - - - - - - - - 		Bed Discharge Date Discharge Status Refernal Source Admission DRG Discharge DRG Reason For Admission Centhrio		at - - -	
Comments						

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

🗀 JONES Mrs Kate A	manda						NHI No	HB \$8533
Date of Birth 16 Feb 1953(Ag	e 62 vrs) Sex Female							No.
	Inpatient Enquiry	Patient Master Index 🗸 A	dmission & Dischart 🗸 Oth	er Appointments	Supervisor	Billing Function	ons V Documentation V M	laternity Details
				Demographic	Details			
Title	Mrs 🗸		Address		90 PEMBROKE ROA	ND I	Mailing / Postal Address	
Surname	JONES				í.			
Given Names	KATE AMANDA							
Sex	Female 🗸				NORTHLAND 6012,	WELLIN		
Date of Birth	16 Feb 1953		Domicile		2203			
Private Phone	04 412 4488		Business Phone				Mobile Phone	023 552 7441
E-Mail	1kate.jones@homemail.ne		Demographics Confirme	d Date	10 Mar 2015 👸			
				PMI Deta	ls			
Previous Name			Marital Status		<b>~</b>		Occupation	~
Ethnicity 1	NZ European 🗸		lwi 1		×		Religion	×
Ethnicity 2	×		lwi 2		×			
Ethnicity 3	×		lwi 3		×		Interpreter Required	Not Stated V
Local GP	Battersby Leanne (Ms	9	Visiting Options		~			
Practice	Northland Medical Cent	2	Folder Selection			~	Pref Language 1	~
GP Other							Pref Language 2	~
							Smoker	No 🗸
Weight			Height				BMI BMI Date/Time	
				Residency D	tails			
Country of Birth	×							
Type of Residency	Resident 🗸							
Residency Comments								
	1 (19)			Death Deta	nts			
Date of Death	Un	known Date of Death	Death Notif	LID Commo	etc.		Relatives Contacted	~
				or comme		_		
						^		
						$\checkmark$		
		l la data	Aller Lief	-	Draw Address	DMI	Const	
		Update	Allas Lini	cmerge Con	Herev Address	DMI	Cancer	

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.

	manda							_					UDCO		
	manua										NHI NO		прос	000	(9)
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female														
🗶 & & & E E	Inpatient Enquiry	<ul> <li>Patient Ma</li> </ul>	ster Index 🗸 🗛	dmission & Discha	rç 🗸 🛛 Other App	ointments 🥆	Supervisor	$\sim$	Billing Functions	V Doc	umentation	Maternit	y Details 🗸 🧹		
						Demographic [	etails								
Title	Mrs 🗸			Address			90 PEMBROKE RC	DAD		Ma	ailing / Postal A	ddress			
Surname	JONES														
Given Names	KATE AMANDA														
Sex	Female 🗸						NORTHLAND 6012	2, WEL	LIN						
Date of Birth	16 Feb 1953			Domicile			2203								
Private Phone	04 412 4488			Business Ph	ione					Mo	bile Phone		023 552 7441		
E-Mail	1kate.jones@homemail.ne			Demographi	cs Confirmed Date	Ð	10 Mar 2015 👸								
						PMI Detai	s								
Previous Name				Marital Statu	15		~	]		Oc	cupation			~	
Ethnicity 1	NZ European	~		lwi 1			×	-		Re	ligion			~	
Ethnicity 2	· · · · · · · · · · · · · · · · · · ·	~		lwi 2			×	~							
Ethnicity 3	<u> </u>	~		lwi 3			×	-		Int	erpreter Requir	red	Not Stated 🗸		
Local GP	Battersby Leanne (Ms	2		Visiting Opti	ons		~	•							
Practice	Northland Medical Cent	. 🥏		Folder Selec	tion			~		Pn	ef Language 1			~	
GP Other										Pn	ef Language 2			~	
										Sn	noker		No 🗸		
Weight				Height						BN	/I /I Dete/Time				
						Residency De	tails				an obter rane				
Country of Birth	~														
Type of Residency	Resident 🗸														
Residency Comments															
						Death Deta	ils								
Date of Death		Unknown Date	of Death		Death Notification		×	1		Re	elatives Contac	ted	•	<b>~</b>	
						UR Comme	its		_						
									,						
								1							
			Update	Alias	Links	Emerge Cont	act Prev Address		BMI	Cancel					

3. Click on one of the NHI fields.

The NHI/MWS Patient Basic Details screen displays.

JONES Mrs Ka	ate Amanda								NHLNo		HB \$8533	
Date of Birth 16 Feb 195	53(Age 62 yrs) Sex Female											1
🕵 😫 😫 😫	npatient Enquiry	Patient Master Inde	ex 🗸 Admission &	Discharç 🗸 Othe	r Appointments	VSupervisor	- 🗸 Billing	Functions 🗸	Documentation	Maternity Details	~	
					NHI/MWS Pati	ent Basic Details						
HCU ID	HBS8533						Formatted Given	Name				
Surname	JONES >	t					KATE AMANDA					
Given 1st	KATE	Preferred					90 PEMBROKE	ROAD				
Given 2nd	AMANDA	)							=			
Given 3rd		)							_			
Save Alias							NORTHLAND 60	012, WELLINGTON				
Address	90 PEMBROKE ROAD											
		Suburb										
	NORTHLAND 6012	City										
	WELLINGTON	Country										
Domicile	2203											
Gender OF	Female O Male	0	Date of Birth	16	Feb 1953			Deceased	l			
Ethnicity (11)	NZ European 🗸		<b>~</b>	`	~							
Type of Residency Re	sident 🗸							-				
Residency Comments					Cou	ntry Of Birth	~					
		Update	Show Difference	Use Local	Use National	Contact/Donor	Aliases	Medical Warnings	Cancel	]		

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



PMI and NHI User Guide NZ

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



6. 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 dislayed in the Patient Demographic details also.

🗀 JONES Mrs Kate Ar	manda						NHI No	HB \$8533	
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female								
<b>X X X X</b>	Inpatient Enquiry	✓ Patient Master Index ✓	Admission & Discharg 🗸 Other	Appointments 🗸	-Supervisor 🗸	Billing Functions	Documentation	V Maternity Details V	
				Demographic De	tails				
Title	Mrs 💌		Address		12 RIXON GROVE		Mailing / Postal Add	iress	
Surname	JONES			ĺ					
Given Names	KATE AMANDA			ĺ	MOUNT VICTORIA				
Sex	Female 🗸			[	WELLINGTON 6011, NE	W Z			
Date of Birth	16 Feb 1953		Domicile	j	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	<u> </u>	
Ethnicity 1	NZ European	~	lwi 1		~		Religion	✓	
Ethnicity 2	`	<u>~</u>	lwi 2		~				
Ethnicity 3		<u> </u>	IWI 3	l			Interpreter Required	Not Stated V	
Local GP	Battersby Leanne (Ms	2	Visiting Options	l	~				
Practice	Northland Medical Cent		Folder Selection	l	~		Pref Language 1	~	
GP Other							Pref Language 2	~ ~	
			11-1-1-1				Smoker	No 🗸	
Weight			Height				BMI Date/Time		
				Residency Deta	iils				
Country of Birth	×								
Type of Residency	Resident					_			
Residency Comments				Death Detail					
Date of Death		Unknown Date of Death	Death Notifice	tion	~		Relatives Contacted		
				UR Comment	s			-	
						_			
						^			
						~			
		Update	Alias Links	Emerge Contac	t Prev Address	BMI Ca	ancel		

7. 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.

Message from webpa	ige 💽
Warning: Click Ok i	National details are different to local f you want to update the details
	OK Cancel

1. Click OK.

The NHI/MWS Patient Basic Details screen displays.

🗀 JONES M	s Mary 🕂 👆 🖏 📙 🍟	TP.		Location Pre-admission (Ward 8	- G)(Current IP - We	llington)	Unit Gen	eral Surgery	NHI No	GVM5977
Date of Birth 14 Ju	in 1951(Age 63 yrs) Sex Fema	ale C	laim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-	admission 20/03/2015	Visit No	2150954
🗶 😫 🖳	😫 💼 🗾 Inpatient En	nquiry 🗸 Patient Master In	dex 🗸 Admissio	on & Discharg 🗸 Other Appointment	s 🗸Supervisor-	- V Billing Function	ons 🗸 Documentatio	n 🗸 Maternity Details	~	
				NHI/MWS P	tient Basic Details					
HCU ID	GVM5977					Formatted Given Name				
Sumame	UONES	×				MARY				
Given 1st	MARY	Preferred				23 KINGSTON CRESCI	ENT			
Given 2nd		0								
Given 3rd		0								
Save Alias						ROTORUA 3010				
Address	23 KINGSTON	CRESCENT								
		Suburb								
	ROTORUA 301	10 City								
	1010	Country								
Domicile	1248									
Gender	Female      Male		Date of Birth	14 Jun 1951	3	De	ceased			
Ethnicity	(21) NZ Maori	(30) Pacific Is. not fur. def.	<b>~</b>	~						
Type of Residency	Resident 🗸									
Residency Commer	nts			c	ountry Of Birth	~				
		Update	Show Different	e Use Local Use Nationa	Contact/Donor	Aliases Medica	I Warnings Cancel			

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

🗀 JONES Ms Mary 🕂 👆 🖏 📘	1本山	Location Pre-admission (Ward 8 - G)(Current IP - Welling	Iton) 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
🌊 🕄 🖳 🖳 💼 Inpat	ient Enquiry 🗸 Patient Master Index 🗸 Admis	sion & Dischar; 🗸 Other Appointments 🗸Supervisor	✓ Billing Functions ✓ Documentation ✓ Maternity Details	~	
		NHI/MWS Patient Basic Details			
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		
		Use National Use Local Cancel			



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3. 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	s Mary 🕂 🖧 🕲 🔒 🥊 🕂		Location Pre-admission (Wa	rd 8 - G)(Current IP - We	llington)	Unit Gene	al Surgery	NHI No	GVM5977
Date of Birth 14 Ju	in 1951(Age 63 yrs) Sex Female	Claim Code E	Clinician Prof Deborah M Ta	uvae		Visit Dates Pre-a	dmission 20/03/2015	Visit No	2150954
🗶 🕼 🖳	🕾 💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸 Ad	nission & Discharg 🗸 Other Appoin	ments 🗸Supervisor-	V Billing Functions	V Documentation	Maternity Details	~	
			NHI/M	VS Patient Basic Details					
HCU ID	GVM5977				Formatted Given Name	1			
Sumame	JONES ×				MARY Examples				
Given 1st	MARY	Preferred			23 KINGSTON CRESCENT				
Given 2nd	•								
Given 3rd	0								
Save Alias					ROTORUA 3010				
Address	23 KINGSTON CRESCENT								
		Suburb							
	ROTORUA 3010	City							
		Country							
Domicile	1248								
Gender	Female      Male	Date of Birth	14 Jun 195	1 🛄	Decease	ed			
Ethnicity	(21) NZ Maori 💙 (30) Pac	ific ls. not fur. def. 🛛 🗸	~						
Type of Residency	Resident 🗸								
Residency Commen	nts			Country Of Birth	~				
		Update Show Dif	erence Use Local Use Na	tional Contact/Donor	Aliases Medical War	nings Cancel			

### 4. Click Update.

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

	L B. D ** TT					0)/06077
JOINES WIS Wary Zi	1Q* #1 🖸 🎄 •T•		Location Pre-admission (Ward 8 - G)(Cu	rrent 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 20/03/201	.5 Visit No 2150954
🕵 💵 🖳 🔛 🔝	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharç 🗸 Other Appointments 🗸	Supervisor V Billing Functions	✓ Documentation ✓ Maternity	Details 🗸
			Demographic D	etails		
Title	Ms 🗸		Address	23 KINGSTON CRESCENT	Mailing / Postal Address	
Surname	JONES					
Given Names	MARY					
Sex	Female 🗸			ROTORUA 3010		
Date of Birth	14 Jun 1951		Domicile	1248 Lakes DHB		
Private Phone	04 200 77782		Business Phone		Mobile Phone	023 0201 711
E-Mail	joneses@gmail.com		Demographics Confirmed Date	24 Feb 2015 👸 🛄		
			PMI Detail	s		
Previous Name			Marital Status	Married V	Occupation	✓
Ethnicity 1	NZ Maori	~	lwi 1	Ngatai Kamatua 🔽	Religion	Methodist V
Ethnicity 2	Pacific Is. not fur. def.	~	lwi 2	<u> </u>		
Ethnicity 3	<u>`````````````````````````````````````</u>	<ul> <li></li></ul>	lwi 3	<u> </u>	Interpreter Required	Not Stated V
Local GP	Jones Susan (Dr )	2	Visiting Options	~		
Practice	Mountainside Family Pr	0	Folder Selection	ACC Patient V	Pref Language 1	<b>~</b>
GP Other					Pref Language 2	✓
					Smoker	No V
Weight			Height		BMI BMI Data (Timo	
			Residency De	tails	Divir Date/Time	
Country of Birth	✓					
Type of Residency	Resident 🗸					
Residency Comments						
	1		Death Deta	ils		
Date of Death		Unknown Date of Death	Death Notification	~	Relatives Contacted	<b></b>
		-	UR Commer	its		
				~		
				<u> </u>		
		Update	Alias Links Emerge Cont	act Prev Address BMI	Cancel	

5. 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.

🗅 SMITH Ms	: Mary 🛕 🗞 🛯 💘 🎹		Location Pre-admission (Ward 8 -	G)(Current IP - Welli	ington)	Unit Gener	al Surgery	NHI No	GVM5977
Date of Birth 14 Ju	in 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-ad	Imission 20/03/2015	Visit No	2150954
🗶 🗐 🖳	😫 💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸 Adm	nission & Discharç 🗸 Other Appointments	Supervisor	Billing Functions	✓ Documentation	Maternity Details	~	
			NHI/MWS Pa	tient Basic Details					
HCU ID	GVM5977				Formatted Given Name				
Surname	SMITH ×				MARY Formatted Address				
Given 1st	MARY	Preferred			23 KINGSTON CRESCENT				
Given 2nd	· · · · · · · · · · · · · · · · · · ·								
Given 3rd	0								
Save Alias					ROTORUA 3010				
Address	23 KINGSTON CRESCENT								
		Suburb							
	ROTORUA 3010	City							
		Country							
Domicile	1248								
Gender	Female      Male	Date of Birth	14 Jun 1951	1	Decease	d			
Ethnicity	(21) NZ Maori (30) Pac	ific Is. not fur. def. 🗸 🗸	~						
Type of Residency	Resident 🗸								
Residency Commen	nts		Cc	untry Of Birth	~				
		Update Show Diffe	erence Use Local Use National	Contact/Donor	Aliases Medical Warr	nings Cancel			

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

Dete 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
😰 💱 🕵 🖬 🚾 Inpatient Enquiry 🗸 Patient Master Index 🗸 Admission & Dischar; 🗸 Other Appointments 🗸Supervisor 🗸 Billing Functions 🗸 Documentation 🗸 Maternity Details	~	
NHI/MWS Patient Basic Details		
Field National Value - 10 Mar 2015 Local Value - 10 Mar 2015		
HCU ID GVM5977		
Sumane 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		
Use National Use Local Cancel		

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3. 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	s Mary 🕂 🖧 🖏 📘 🤻 🕂		Location Pre-admission (Wa	rd 8 - G)(Current IP - We	llington)	Unit Gene	al Surgery	NHI No	GVM5977
Date of Birth 14 Ju	in 1951(Age 63 yrs) Sex Female	Claim Code E	Clinician Prof Deborah M Ta	uvae		Visit Dates Pre-a	dmission 20/03/2015	Visit No	2150954
🗶 🕼 🖳	🕾 💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸 Ad	nission & Discharg 🗸 Other Appoin	ments 🗸Supervisor-	V Billing Functions	V Documentation	Maternity Details	~	
			NHI/M	VS Patient Basic Details					
HCU ID	GVM5977				Formatted Given Name	1			
Sumame	JONES ×				MARY Examples				
Given 1st	MARY	Preferred			23 KINGSTON CRESCENT				
Given 2nd	•								
Given 3rd	0								
Save Alias					ROTORUA 3010				
Address	23 KINGSTON CRESCENT								
		Suburb							
	ROTORUA 3010	City							
		Country							
Domicile	1248								
Gender	Female      Male	Date of Birth	14 Jun 195	1	Decease	ed			
Ethnicity	(21) NZ Maori 💙 (30) Pac	ific ls. not fur. def. 🛛 🗸	~						
Type of Residency	Resident 🗸								
Residency Commen	nts			Country Of Birth	~				
		Update Show Dif	erence Use Local Use Na	tional Contact/Donor	Aliases Medical War	nings Cancel			

### 4. Click Update.

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

	L B. D . W TT					0)/06077
JOINES WIS Wary Zi	1Q* #1 🖸 🎄 •T•		Location Pre-admission (Ward 8 - G)(Cu	rrent 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 20/03/201	.5 Visit No 2150954
💰 🕼 🖳 🔛 💼	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharç 🗸 Other Appointments 🗸	Supervisor V Billing Functions	✓ Documentation ✓ Maternity	Details 🗸
			Demographic D	etails		
Title	Ms 🗸		Address	23 KINGSTON CRESCENT	Mailing / Postal Address	
Surname	JONES					
Given Names	MARY					
Sex	Female 🗸			ROTORUA 3010		
Date of Birth	14 Jun 1951		Domicile	1248 Lakes DHB		
Private Phone	04 200 77782		Business Phone		Mobile Phone	023 0201 711
E-Mail	joneses@gmail.com		Demographics Confirmed Date	24 Feb 2015 👸 🛄		
			PMI Detail	s		
Previous Name			Marital Status	Married V	Occupation	✓
Ethnicity 1	NZ Maori	~	lwi 1	Ngatai Kamatua 🔽	Religion	Methodist V
Ethnicity 2	Pacific Is. not fur. def.	~	lwi 2	<u> </u>		
Ethnicity 3	<u>`````````````````````````````````````</u>	<ul> <li></li></ul>	lwi 3	<u> </u>	Interpreter Required	Not Stated V
Local GP	Jones Susan (Dr )	2	Visiting Options	~		
Practice	Mountainside Family Pr	0	Folder Selection	ACC Patient V	Pref Language 1	<b>~</b>
GP Other					Pref Language 2	✓
					Smoker	No V
Weight			Height		BMI BMI Data (Timo	
			Residency De	tails	Divir Date/Time	
Country of Birth	✓					
Type of Residency	Resident 🗸					
Residency Comments						
	1		Death Deta	ils		
Date of Death		Unknown Date of Death	Death Notification	~	Relatives Contacted	<b></b>
		-	UR Commer	its		
				~		
				<u>_</u>		
		Update	Alias Links Emerge Cont	act Prev Address BMI	Cancel	

5. 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.

DONES Mrs Kate	Amanda								NHI No		HB \$8533	
Date of Birth 16 Feb 1953(A	ge 62 yrs) Sex Female											10
🗶 🕺 🖳 🖳 🚛	Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharg 🗸	Other Appointr	ments 🗸 -	Supervisor	<b>V</b> E	Billing Functions	V Documentation	V Maternity	/ Details 🗸	
				Der	nographic De	etails						
Title	Mrs 🗸		Address			90 PEMBROKE RO	DAD		Mailing / Postal	Address		
Surname	JONES											
Given Names	KATE AMANDA							-				
Sex	Female 🗸					NORTHLAND 6012	, WELL	LIN				
Date of Birth	16 Feb 1953		Domicile			2203						
Private Phone	04 412 4488		Business Phone						Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographics C	onfirmed Date		10 Mar 2015 👸						
					PMI Details							
Previous Name			Marital Status			~			Occupation		V	
Ethnicity 1	NZ European	~	lwi 1			<b>~</b>	-		Religion		×	
Ethnicity 2		~	lwi 2			~	7					
Ethnicity 3		✓	lwi 3			~	<ul> <li>Image: A set of the set of the</li></ul>		Interpreter Req	uired	Not Stated V	
Local GP	Battersby Leanne (Ms	Ø	Visiting Options			~	·					
Practice	Northland Medical Cent		Folder Selection				~		Pref Language	1		
GP Other									Pref Language	2	✓	
									Smoker		No 🗸	
Weight			Height						BMI			
				R	esidency Det	ails			BMI Date/Time			
Country of Birth	×											
Type of Residency	Resident 🗸	1										
Residency Comments												
					Death Detail	ls						
Date of Death		Unknown Date of Death	Dea Dea	th Notification		~	/		Relatives Cont	acted	×	
					UR Commen	ts						
								1				
							~					
		Update	Alias	Links	Emerge Conta	ct Prev Address		BMI	Cancel			

**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.

🗅 JONES Mrs Kate A	manda				NHI No	HB\$8533
Date of Birth 16 Feb 1953(Age	e 62 yrs) Sex Female					1
🛋 🔛 😫 😫 🗈	Inpatient Enquiry V Patier	nt Master Index 🗸 Admission & Discharg 🗸 Other Appointments	<ul> <li>Supervisor</li> </ul>	<ul> <li>Billing Functions</li> </ul>	✓ Documentation ✓ Mater	iity Details 🗸
		Deputious: Address	in the		2 2	
Title	Mrs 🗸	Previous Addres	is list		stal Address	
Surname	JONES	Date Changed Previous Address	Previous Phone (H)	Previous Mobile	User Updated	
Given Names	KATE AMANDA	Time Changed	Previous Phone			
Sex	Female 🗸	Time Changeo	(W)	Previous email		
Date of Birth	16 Feb 1953	10 Mar 2015 2 RIXON GROVE MT VICTORIA WELLINGTON	04 412 4488	023 552 7441	J.R.Henshall	
Private Phone	04 412 4488	12:23:52			he	023 552 7441
E-Mail	1kate.jones@homemail.ne	90 PEMBROKE ROAD NORTHLAND 6012,	04 412 4488	023 552 7441	J.R.Henshall	
Dearlow Name		12:22:50				
Ethniaitu 1	NZ Everyone htt					¥
Ethnicity 2	NZ European V					<b>`</b>
Ethnicity 3					Required	Not Stated V
Local GP	Battersby Leanne (Ms					
Practice	Northland Medical Cent				ige 1	~
GP Other					ige 2	~
						No 🗸
Weight		Clo	se		me	
Country of Birth	<b></b>					
Type of Residency	Resident					
Residency Comments						
		Death De	tails			
Date of Death	Unknown	Date of Death Death Notification	×	<b>~</b>	Relatives Contacted	<b></b>
		UR Comn	Territes			
				A		
				$\checkmark$		
				DM		
		Update Alias Links Emerge Co	Prev Address	BMI	Lancel	

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

DONES Mrs Kate	Amanda				NHI No	HB \$8533
Date of Birth 16 Feb 1953(	Age 62 yrs) Sex Female					
🌋 🔛 🖳 🔛 🔒	🖹 🗾 Inpatient Enquiry 🗸 Patier	nt Master Index 🗸 Admi	ssion & Discharc 🗸 Other Appointments	VSupervisor V Billing Function	is V Documentation V	Maternity Details 🗸
Title	Mrs 🗸		Previous Address	Details 🔹 💽 🛋	stal Address	
Surname	JONES	Date Changed Previo	Date Changed	10 Mar 2015	User Undated	
Given Names	KATE AMANDA	The channel	Time Changed	12:23:52		
Sex	Female 🗸	Time Changeo	Previous Address Line 1	2 RIXON GROVE		
Date of Birth	16 Feb 1953	10 Mar 2015 2 RI	Previous Address Line 2		J.R.Henshall	
Private Phone	04 412 4488	12:23:52	Previous Address Line 3		he	023 552 7441
E-Mail	1kate.jones@homemail.ne	- 40 Mar 2045 90 F	Previous Address Line 4	2082	1 D Haraball	
		10 Mar 2015 WEL	Previous Phone (H)	04 412 4488	J.R.Henshall	
Previous Name		12:22:50	Previous Phone (W)			×
Ethnicity 1	NZ European 🗸		Previous District of Residence	I		✓
Ethnicity 2	~		Previous Mobile	023 552 7441		
Ethnicity 3	×		Previous Email		Required	Not Stated V
Local GP	Battersby Leanne (Ms		User Updated	J.R.Henshall		
Practice	Northland Medical Cont		Delete	Cancel	age 1	
CD Other		-				
GF Ouler				I	nge z	No. No.
Weight				I		
			Cic	ose	me	
O						
Type of Residency	Pasidant	<u> </u>				
Residency Commente	Incolucin					
inconcerve continents			Death De	etails		
Date of Death	Unknown I	Date of Death	Death Notification	×	Relatives Contacted	
			UR Comr	nents		· · · · ·
				^		
				$\sim$		
		Undata	Alian Lista Caracter C	antant David theory DMI	Consul	
		update	Allas Links Emerge C	ontact Prev Address BMI	Cancel	



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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.

DIVES Mrs Kate Amanda HBS85	And the second se
	J3 💮
Dete of Birth 16 Feb 1953(Age 62 yrs) Sex Female	10
😰 💱 🛃 💼 🗾 Inpatient Enquiry 🗸 Patient Master Index 🗸 Admission & Discharg 🗸 Other Appointments 🗸Supervisor 🗸 Billing Functions 🗸 Documentation 🗸 Maternity Details 🗸	
Demographic Details	
Title Mrs 🔽 Address 90 PEMBROKE ROAD Mailing / Postal Address	
Sumane JONES	
Given Names KATE AMANDA	
Sex Female v NORTHLAND 6012, WELLIN	
Date of Birth 16 Feb 1953 Domicile 2203	
Private Phone 04 412 4488 Business Phone 023 552 7441	7
E-Mail 1kate.jones@homemail.ne Demographics Confirmed Date 10 Mar 2015 📸	
PMI Details	
Previous Name Marital Status 🗸 Occupation	~
Ethnicity 1 NZ European V Iwi 1 V Religion	~
Ethnicity 2 hvi 2 v	
Ethnicity 3 Interpreter Required Not Stated V	
Local GP Battersby Learne (Ms 🕓 🖉 Visiting Options	
Practice Northland Medical Cent	✓
GP Other Pref Language 2	<b>T</b>
Smoker No V	
Weight Height BM	
Residency Details	
Country of Bith	
Type of Residency Resident 🗸	
Residency Comments	
Death Details	
Date of Death Death Death Notification Relatives Contacted	]
UR Comments	
^ ^ ·	
Update Alias Links Emerge Contact Prev Address BMI Cancel	

## 3. Click the Prev Address button.

DONES Mrs Kate A	Amanda				NHI No	HB \$8533
Date of Birth 16 Feb 1953(Ag	e 62 yrs) Sex Female					2
🛋 💵 💵 📰 💼	Inpatient Enquiry V Patier	ent Master Index 🗸 Admission & Discharç 🗸 Other Appointments	✓Supervisor	✓ Billing Functions	✓ Documentation ✓	Maternity Details V
			1			
Title	Mrs 🗸	Previous Add	ress List		stal Address	
Surname	JONES	Date Changed Previous Address	Previous Phone (H)	Previous Mobile	User Updated	
Given Names	KATE AMANDA	Time Channed		Desuious Email		
Sex	Female 🗸		(W)	Previous Linaii		
Date of Birth	16 Feb 1953	10 Mar 2015 2 RIXON GROVE MT VICTORIA WELLINGTO	N 04 412 4488	023 552 7441	J.R.Henshall	
Private Phone	04 412 4488	12:23:52			he	023 552 7441
E-Mail	1kate.jones@homemail.ne	10 Mar 2015 90 PEMBROKE ROAD NORTHLAND 6012,	04 412 4488	023 552 7441	J.R.Henshall	
		WELLINGTON 2203				
Previous Name		12.22.30				<u> </u>
Ethnicity 1	NZ European V					~ ~
Ethnicity 2	×					NUCLEUR
Ethnicity 3					Required	Not Stated V
Local GP	Battersby Leanne (Ms					
Practice	Northland Medical Cent				ige 1	~
GP Other					ige 2	×
						No 🗸
Weight			Close		me	
Country of Birth	~	L				
Type of Residency	Resident 🗸					
Residency Comments						
Data of Data th		Death Death	Details		Deletions Contracts 1	
Date of Death	Unknown	Date of Death Death Notification		~	Relatives Contacted	~
		UR LO	initerits.			
				<b>^</b>		
				$\checkmark$		
		Update Alias Links Emerge	Contact Prev Addres	s BMI	Cancel	

4. Click the icon beside a Previous Address record.



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DONES Mrs Kate A	manda					NHI No	HB \$8533	
Date of Birth 16 Feb 1953(Age	62 yrs) Sex Female							
🛋 😫 🖳 😫 💼	Inpatient Enquiry V Patier	t Master Index 🗸 Admi	ssion & Dischars 🗸 Other Appointments 🗸	Supervisor 🗸 E	Billing Functions	<ul> <li>Documentation</li> </ul>	V Maternity Details V	
			· · · ·	a a ch				
Title	Mrs 🗸		Previous Address D	etails	? = ×	Y = X stal	Address	
Surname	JONES	Date Changed Previo	Date Changed	10 Mar 2015		User Updated		
Given Names	KATE AMANDA	Terre Channel	Time Changed	12:23:52				
Sex	Female 🗸	Time Changed	Previous Address Line 1	2 RIXON GROVE				
Date of Birth	16 Feb 1953	10 Mar 2015 2 RD	Previous Address Line 2	MENICTORIA		J.R.Henshall		
Private Phone	04 412 4488	12:23:52	Previous Address Line 3	WELLINGTON 6011		he	023 552 7441	
E-Mail	1kate.jones@homemail.ne	10 Mar 2015 90 P	Previous Postcode	2082		I R Henshall		
		12:22:50 WELL	Previous Phone (H)	04 412 4488		U. C. Hernstida		
Previous Name		12:22:50	Previous Phone (W)				<u> </u>	
Ethnicity 1	NZ European V		Previous District of Residence	000 550 7444			~	
Ethnicity 2	~		Previous Mobile Previous Emsil	023 552 /441		1		
Ethnicity 3			User Updated	J.R.Henshall		Requ	Not Stated V	
Local GP	Battersby Leanne (Ms		· · · · · · · · · · · · · · · · · · ·					
Practice	Northland Medical Cent		Delete	Cancel		age 1	1 🗸 🗸	
GP Other						ige 2	2 🗸 🗸	
							No 🗸	
Weight			Close			me		
			Citote	· · · · · · · · · · · · · · · · · · ·				_
Country of Birth	~	1						
Type of Residency	Resident 🗸							
Residency Comments								
			Death Deta	ils				_
Date of Death	Unknown E	Date of Death	Death Notification	~		Relatives Conta	scted V	
			UR Comme	nts	-			
				~				
				~				
		Update	Alias Links Emerge Con	tact Prev Address	BMI	Cancel		

5. Click Delete.

The following confirmation message will display.



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



PMI and NHI User Guide NZ

## 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.

2							
JONES Mrs	Kate Amanda 📙 BMI				Location Discharged	NHI No	HB \$8533
Date of Birth 16 Feb 1	1953(Age 62 yrs) Sex Female			Claim Code EX		Visit No	2151177
🕵 😫 🖳 🖁	🖁 💼 🗾 Inpatient Enquiry 🗸	Patient Master Index 🗸	Admission & Discharg 🗸 Other Appointments	VSupervisor V Billing Fun	ctions 🗸 Documentation 🗸 Matern	ity Details 🗸	
			Demogra	aphic 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 Capital & Coast DHB			
Private Phone	04 412 4488		Business Phone	04 5321000	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 🗸		lwi 1	~	Religion	✓	
Ethnicity 2	<u> </u>		lwi 2	<u> </u>			
Ethnicity 3	✓		lwi 3	Y	Interpreter Required	Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Options				
Practice	Northland Medical Cent		Folder Selection	~	Pref Language 1	<u> </u>	
GP Other					Pref Language 2	×	
Mainh	6E 1		Mainhi	161.0	Smoker	No V	
vveigni	05.1		neight	101.0	BMI Date/Time	10 Mar 2015 12:52:43	
		_	Reside	ncy Details			
Country of Birth	~	•					
Type of Residency	Resident						
Residency Comments			0				
Data of Death		news Date of Death	Death Natification	n Details	Poletives Contested		
Date of Death	J Onk	nown Date of Death	Death Notification		Relatives Contacted	$\checkmark$	
			oke	Similary			
					^		
					$\checkmark$		
		Update	Allas Links Emerge Contac	t Prev Address BMI	Prev GP Cancel		

**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.

DONES Mrs	Kate Amanda 📋 BMI						Location E	Discharged		NHI No	HB \$8533
Date of Birth 16 Feb	1953(Age 62 yrs) Sex Female				Claim Cor	ie FX				Visit No.	2151177
		A Mantan Indana a sa Administra	2 Diseber 1 - Othe	. Annalatara ata	Curraniana	Date	- Curretines	. Deservated		territe Details	
	A Real Patient Enquiry V Patient	Admissic	on & Discharg 🗸 Othe	ar Appointments	Supervisor		g Punctions	Documentati	m V Ma		
Title	Mrs V			Previous GP Deta	iils List			? = ×	I Address		
Surname	JONES	Date Time Changed	Previous GP		Previous Pra	octice		User			
Given Names	KATE AMANDA							opuated			
Sex	Female 🗸	15 Sep 2015 16:46:36	Barlow Kenneth (Dr )		Northland Med	dical Centre		J R Henshall			
Date of Birth	16 Feb 1953	10 Mar 2015 10:39:47	Battersby Leanne (M:	5)	Northland Med	dical Centre		J R Henshall			
Private Phone	04 412 4488							e		023 552 7441	
E-Mail	1kate.jones@homemail.ne										
Previous Name										×	
Ethnicity 1	NZ European 🗸									×	
Ethnicity 2	×										
Ethnicity 3	~							te	quired	Not Stated 🗸	
Local GP	Bouvier Thelma (Ms										
Practice	Newtown Union							ge	1		
GP Other								ge	2	×	
										No 🗸	
Weight	65.1							L		25.1 40 Mar 2015 12:52:42	
				Clo	se					10 Wal 2015 12.52.45	
Country of Birth	×										
Type of Residency	Resident	L									
Residency Comments											
				Death I	)etails						
Date of Death	Unknown Da	te of Death	Death No	tification		~		Relatives (	Contacted	~	
				UR Com	ments						
							í í				
							<u>`</u>				
		Update Alias	Links	Emerge Contact	Prev Address	BMI	Prev GP	Cancel			

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

-										
JONES Mrs	Kate Amanda 📙 BMI					Location D	lischarged	1	NHI No	HBS8533
Date of Birth 16 Feb 1	1953(Age 62 yrs) Sex Female			CI	im Code EX			N	ísit No	2151177
🛋 🗐 🖳 🛛	🖁 💼 🗾 Inpatient Enquiry 🗸 Pati	ient Master Index 🧹 Admi	ssion & Discharg 🗸 🛛 C	Other Appointments 🗸Supe	visor 🗸 Billin	g Functions	<ul> <li>Documentation</li> </ul>	Maternity Details	~	
Title	Mrs 🔽			Previous GP Details	?	- ×	? = × stal Add	iress		
Surname	JONES	Date Time Changed			_		User			
Given Names	KATE AMANDA		Date Changed	10 Mar 2015			Opdated			
Sex	Female 🗸	15 Sep 2015 16:46:	Time Changed	10:39:47			J R Henshall			
Date of Birth	16 Feb 1953	10 Mar 2015 10:395	Previous GP	Battersby Leanne (Ms)			J K Henshall			
Private Phone	04 412 4488		Previous Practice	Northland Medical Centre			e	023 5	52 7441	
E-Mail	1kate.jones@homemail.ne		Previous Practice Co	Unt 1						
			User Opdaled	5 K Henshan						
Previous Name				Delete Cance					~	
Ethnicity 1	NZ European V								~	
Ethnicity 2	×								New York Control of Co	
Lumicity 5	Pourier Thelms (Ma						required	1100.		
Drastico	Neutrup Union						an 1			
GR Other		-					ge i		~	
		-					902	No		
Weight	65.1							25.1	<u> </u>	
				Close			me	10 M	ar 2015 12:52:43	
Country of Birth										
Type of Residency	Resident									
Residency Comments						7				
				Death Details						
Date of Death	Unknown E	Date of Death	Death	Notification	~		Relatives Conta	icted	~	
				UR Comments						
		Update Alias	Links	Emerge Contact Prev Addr	iss BMI	Prev GP	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.

<b>A</b>												
JONES Mrs	Kate Amanda 📙 BMI							Location D	ischarged		NHI No	HB \$8533
Date of Birth 16 Feb	1953(Age 62 yrs) Sex Female					Claim Co	de EX				Visit No	2151177
🕵 🗐 🖳 S	😫 💼 🗾 Inpatient Enquiry 🥆	Patient Master Index	Admission & D	)ischarg 🗸 🛛 O	ther Appointments	Supervisor	- 🗸 Bill	ing Functions	<ul> <li>Documentation</li> </ul>	Maternity D	etails 🗸	
					Demograp	hic Details						
Title	Mrs 🗸		Address			12 RIXON GROV	E		Mailing / Postal Add	ress		
Surname	JONES											
Given Names	KATE AMANDA					MOUNT VICTOR	A					
Sex	Female 🗸					WELLINGTON 60	11, NEW 2			[		
Date of Birth	16 Feb 1953		Domicile			2082 Capital	& Coast DHB			Ī		
Private Phone	04 412 4488		Business Pho	ine		04 5321000			Mobile Phone		023 552 7441	
E-Mail	1kate.jones@homemail.ne		Demographic	s Confirmed Da	ite	10 Mar 2015 👸						
					PMI D	etails						
Previous Name			Marital Status	•		×			Occupation	[	~	
Ethnicity 1	NZ European 🗸		Iwi 1				~		Religion		~	
Ethnicity 2	<u> </u>		lwi 2				~					
Ethnicity 3	×		Iwi 3				<u>~</u>		Interpreter Required		Not Stated V	
Local GP	Battersby Leanne (Ms		Visiting Optio	ns			<u>~</u>					
Practice	Northland Medical Cent		Folder Select	ion			~		Pref Language 1	Ĺ	~	
GP Other									Pref Language 2	ļ	~	
	65 A					464.0			Smoker	ļ	No V	
vveight	05.1		rieight			101.0			BMI Date/Time	1	10 Mar 2015 12:52:43	
					Residenc	y Details						
Country of Birth		~										
Type of Residency	Resident 🗸											
Residency Comments												
					Death I	Details						
Date of Death	Un	known Date of Death		Death	Notification		~		Relatives Contac	ted	~	
					UR Con	iments			-			
								/				
									1			
		Update	Alias	Links	Emerge Contact	Prev Address	BMI	Prev GP	Cancel			

### 3. Click the Prev GP button.

DONES Mrs	Kate Amanda 📋 BMI			Location Dis	scharged	NHI No HBS8533
Date of Birth 16 Feb	1953(Age 62 yrs) Sex Female		Claim Code E	x		Visit No 2151177
🕵 🕄 🖳 S	😫 💼 🗾 Inpatient Enquiry 🗸 Patien	nt Master Index 🗸 Admission & Discharg 🗸	Other Appointments 🗸Supervisor	Billing Functions	Documentation V Maternity Det	tails 🗸
Title	Mrs 💌		Previous GP Details List		T = X stal Address	
Surname	JONES	Date Time Changed Previous GP	Previous Practi	ce U	Jser Indated	
Given Names	KATE AMANDA	15 Sep 2015 16:46:36 Barlow Kennett	(Dr.) Northland Medica	LCentre JI	R Henshall	
Sex	Female	10 Mar 2015 10:39:47 Battersby Lean	ne (Ms.) Northland Medica	I Centre JI	R Henshall	
Date of Birth	16 Feb 1953					
Private Phone	04 412 4488				le 02	23 552 7441
E-Mail	1kate.jones@homemail.ne					
Desiries Norma						
Ethnicity 1	N7 Europopp					
Ethnicity 2						
Ethnicity 3	×				equired N	lot Stated V
Local GP	Bouvier Thelma (Ms					
Practice	Newtown Union				ge 1	~
GP Other		1			ge 2	~
					N	io 🗸
Weight	65.1				25 me 10	.1 1 Mar 2015 12:52:43
			Close			
Country of Birth	×					
Type of Residency	Resident					
Residency Comments			Death Dataile			
Date of Death	Linknown Dat	te of Death	ath Notification		Relatives Contacted	
Date of Death	Gilkilowi Da		UR Comments	•	Teletives Contacted	*
				^		
				$\sim$		
		Update Alias Links	Emerge Contact Prev Address	BMI Prev GP	Cancel	





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4. Click the icon beside a Previous GP record.

DONES Mrs	Kate Amanda 📋 BMI				Locat	ion Discharged	NHI No	HB \$8533
Date of Birth 16 Feb	1953(Age 62 yrs) Sex Female			Claim Code	EX		√isit No	2151177
🗶 82 ST S	🖁 📰 🗾 Inpatient Enquiry 🗸 Patien	t Master Index 🗸 Admission &	k Discharç 🗸 Other Appoi	tments VSupervisor	<ul> <li>Billing Functions</li> </ul>	Documentation	V Maternity Details V	
				to word				
Title	Mrs 💌		Previ	ous GP Details	? = X	? = × stal Address	;	
Surname	JONES	Date Time Changed				User		
Given Names	KATE AMANDA	Date Date	Changed 10 Ma	r 2015		opuareu		
Sex	Female 🗸	Time	e Changed 10:39	:47		J R Henshall		
Date of Birth	16 Feb 1953	Previo	ious GP Batte	rsby Leanne (Ms )		o ix riciisiidii		
Private Phone	04 412 4488	Previo	rious Practice North	land Medical Centre		e	023 552 7441	
E-Mail	1kate.jones@homemail.ne	Previo	nous Practice Count 1	onshall				
		User		enshan				
Previous Name			D	elete Cancel			<u> </u>	
Ethnicity 1	NZ European V						<b>~</b>	
Ethnicity 2 Ethnicity 2	<u> </u>					and a second	Net Stated as	
Local GP	Bounder Thelma (Me					requireu	Not Stated V	
Practice	Newtown Union					ge 1		
GP Other		-				ne 2		
						002	No ¥	
Weight	65.1						25.1	
				Close		me	10 Mar 2015 12:52:43	
Country of Birth	×							
Type of Residency	Resident							
Residency Comments								
				Death Details				
Date of Death	Unknown Dat	e of Death	Death Notification		~	Relatives Contacted	~	
				UR Comments				
						~		
						~		
		Update Alias	Links Emerge	Contact Prev Address	BMI Prev GF	Cancel		

### 5. Click Delete.

The following confirmation message will display.

Message from webpage
Are you sure you want to Delete ?
OK Cancel

6. 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.

Alternativelty, 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.

			Patient Se	earch			
U/R Number	Surname		Given Name		_ A1		NHI Search
	TRAINOR		PETER		U All		in ocaicit
Date of Birth	Age	Range	Search Type	Admission Number	Male		Search
14 Mar 2007		2 years	Sound-Ex V		O Fem	ale	Reset
Delivert		11/0	Data of Birth (	() )	Chabura		
Patient		0/K	Date of Birth (	Age)	Status		
			End of Sea	rch			
							<u>^</u>
							~
	<< Previous		Temp Regi	stration		Next >>	

### 2. Click Temp Registration.

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

OUICK REGISTRATION           Title         Address         Private Phone           Surrame         TRAINOR         Business Phone						
Given Names         PETER         Mobile Phone           Sex         Male						
Pri Details						
Previous Name         Religion         V         Resident Status           Ethnichy 1         Image: Status         Image: Status         Image: Status           Cost GP         Image: Status         Image: Status         Image: Status						
Death Details						
Date of Death Unknown Date of Death Death Type						
UR Comments						
Hegister Cancel						

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

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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 Pe	ter				NHI No	T-02177	
Date of Birth 14 Mar 2007(Ag	je 7 yrs) Sex Male						-
							1
		Patient Demographics			1st Contact		
Surname Given Names Address	TRAINOR PETER 4 AUSTIN STREET MT VICTORIA WELLINGTON ()	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail	Master	Name Address Name Address	Relation Home Ph. Business Ph. Mobile Ph. Znd Contact Relation Home Ph. Business Ph.		
GP Other Usual GP Practice		Religion Occupation Smoker Visiting Options Deceased	No Message from webpage	Name Address	Mobile Ph. 3rd Contact Relation Home Ph. Business Ph. Mobile Ph. Patient Postal Address		
Country of Birth Ethnicity 1 Ethnicity 2 Ethnicity 3 Demographics Confirmed Residency Comments	Other European	Iwi 1 Iwi 2 Iwi 3	A Warning: T-02177 is a tempo	ddress OK	Person To Contact In Emergencies Relation Home Phone Business Phone		
		UR Comments					

### 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.

Selected : 37	Temporary NHI	Number List		Q 🚯	
Temp Number	Patient Name	Date of Birth	Age	Sex	
T-02150	SMITH Miss Joanne	09 Oct 2008	6	Female	~
T-02151	TOSSER Miss Drop	20 Apr 1939	75	Male	
T-02156	BEE James	01 Jan 1960	35	Male	
T-02157	PRIMHD Mr Testone	01 Jan 1970	45	Male	
T-02158	WHITE Miss Snow Cinderella	03 Feb 1967	48	Female	
🗀 Т-02160	MUNSTER Herman	03 Feb 1967	48	Male	
D 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	
D T-02168	WOZNIAKI Miss Calvin	15 Oct 2001	13	Male	
T-02169	PETERSON Miss Sarah	12 Aug 1976	38	Female	
T-02170	JONES Ms Kate Annabel	14 Aug 1972	42	Female	
D 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.

Selected		NHI/MWS Patient Search	? = ×		Q 18	
Temp Nu		National Health Index Search		Age	Sex	
С Т-02	HCU ID	Sumame Given Name TRAINOR PETER	Unknown Registration	6	Female	~
🗀 т-02	Date of Birth 14 Mar 2007	Age Range Search Type 7 2 years V Sound-Ex V	C Female Reset	75	Male	
🗀 т-оз	NMPI No Patient	7	Sex D.O.B.	35	Male	
С т-02	<< Previous	Records Remaining 000	Next>>	45	Male	
Сі Т-02				48	Female	
Сі т.02				48	Male	
🗋 т-оз				48	Male	
🗀 т-оз				65	Female	
С Т-02				39	Female	
🗋 т-оз				13	Male	
🗀 т-оз				38	Female	
🗀 т-02	170	COTLE MIS (1010 / Emilion)	THING TOLE	42	Female	
С Т-02	171	VEGETABLE Miss carrot pea	18 Dec 2011	3	Female	
🗀 т-02	172	MOUSE Mr Graham	31 Aug 2002	12	Male	
🗋 т-02	173	TEST test	01 Jan 1900	115	Unknown	
🗀 т-02	174	STARKEY Graham	23 Jul 2004	10	Male	
🗋 т-02	175	JONES Lady Kate	15 May 1988	26	Female	
🗋 Т-02	176	PINK Mr Adrian Graham	29 Mar 1999	15	Male	
🗋 т-02	177	TRAINOR Mast Peter	14 Mar 2007	7	Male	~

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



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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.

Selected		N	IHI/MWS Patient Search		? = ×		Q 📡 🔁	^
Temp N	HCU ID	Sumame	National Health Index Search Given Name			Age	Sex	
<u> </u> т.о		TRAINOR	PETER	<ul> <li>Unknown</li> <li>Male</li> </ul>	Registration Search		remaie	^
🗀 т-о:	14 Mar 2007	7 Range 2 years V	Sound-Ex V	O Female	Reset	5	Male	
🗋 т-о	NMPI No Patient	ETER . 122			Sex D.O.B.	5	Male	
🗀 т-о	HBS8843 8 AUSTIN STI	REET WELLINGTON 6011 2078	Pacarde Pomaining 000		Male 14 Mar 2007	15	Male	
С т.о	2	]	Records Remaining 000	L	INEXL >>	18	Female	
🗀 т-о						18	Male	
🗀 т-0						8	Male	
- -						5	Female	
						9	Female	
- 1-0	1					2	Mala	
Т-0							Maie	
🗀 т-о	2					18	Female	
🗀 т.о	2170	001120110101010101000				2	Female	
🗀 т-оз	2171	VEGETABLE Miss carrot pea		18 Dec 2011		3	Female	
🗀 т-оз	2172	MOUSE Mr Graham		31 Aug 2002		12	Male	
🗀 т-оз	2173	TEST test		01 Jan 1900		115	Unknown	
С т.03	2174	STARKEY Graham		23 Jul 2004		10	Male	
<b>1</b> T-02	2175	JONES Lady Kate		15 May 1988		26	Female	
	0470	PINK Mr Adrian Graham		29 Mar 1999		15	Male	
- T-03	21/6	TRAINOR Mast Dates		14 Mar 2007		7	Mala	~
T 01	0177	I RAINOR Mast P'éléf		14 Mar 2007		/	Male	6.4

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

Selected	Replace Temporary NHI Number 🔹 🛛 🗙	]	Q 💦 🗛	^
Temp Nu		Age	Sex	
🗋 т-оз		5	Female	~
🗀 т-02		5	Male	
<u> </u>	Replace Temporary Number	15	Male	
1-02	with NHI Number			
С т-оз	HBS8843 ?	5	Male	
🗀 т-оз		8	Female	
C T.03		8	Male	
			Mala	
<b>T-02</b>		°	Male	
🗋 т-оз		5	Female	
🗀 т-оз		19	Female	
		3	Male	
<b>T-02</b>				
🗋 т-оз		18	Female	
🗀 т-02	70 Volte in 1005 in 000	2	Female	
D T-02	71 VEGETABLE Miss carrot pea 18 Dec 2011	3	Female	
	MOLLEE Mr. Crohom 21 Aug 2002	10	Mala	
<b>T-02</b>		12	Wate	
🗀 т-02	73 TEST test 01 Jan 1900	115	Unknown	
С т-02	74 STARKEY Graham 23 Jul 2004	10	Male	
	JONES Ladv Kate 15 May 1988	26	Female	
T-02				
🗀 т-02	76 PINK Mr Adrian Graham 29 Mar 1999	15	Male	
0 7 00	TRAINOR Mast Peter 14 Mar 2007	7	Male	

6. Click Yes.



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A message advising the number has been merged is displayed.

		Medical Record Merge			
	NHI (No longer required)	NHI	(to keep)		
NHI Name Date of Birth	T-02177           Mast Peter TRAINOR           14 Mar 2007         Age           7 yrs         Sex	HES	843		
		NHI (to keep) Existing Recon	is		
Home Location	Type of Document	Volume Current Location	Status		
		View Records Cancel NHI (no longer required) Existing Records to	be merged		
Home Location	Type of Document	Volume Home Hospital	Home Location	Type of Document	Volume Delete
		Message from webpage This NHI has been merged with N	HI - HESS843		

## 7. Click OK.

The Medical Record Merge screen displays.

		Medical Record	Merge			
	NHI (No longer required)		NHI (to keep)			
NHI	T-02177 ×		HBS8843			
Name	Mast Peter TRAINOR		Mast Peter TRAINOR			
Date of Birth	14 Mar 2007 Age 7 yrs Sex Male		14 Mar 2007 Age 7 yrs	Sex Male		
			- D			
		NHI (to keep) Existi	ng kecoras			
Home Location	Type of Document	Volume Current I	ocation	Status		
		View Records	Cancel			
		IHI (no longer required) Existing Re	cords to be merged			
Home Location	Type of Document Volu	me Home Hospital	Ho	ome Location	Type of Document	Volume Delete
		Merge	Cancel			

## 8. Click Merge.

A message advising Merge Completed is displayed.




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

TRAINOR Mast	Peter				NHI No	HB\$8843
Date of Birth 14 Mar 2007	(Age 7 yrs) Sex Male					
Station	V NHI Information V Functions	Record Coding	🗸 Labels & Forms 🗸			
	Pa	tient Demographics			1st Contact	
Surname Given Names Address	TRAINOR PETER 8 AUSTIN STREET WELLINGTON 6011 (2078 )	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail	Master	Name Address Name Address	Relation Home Ph. Business Ph. Abbite Ph. 2nd Contact Relation Home Ph. Business Ph.	
GP Other Usual GP Practice Country of Birth		Religion Occupation Smoker Visiting Options Deceased	No No ()	Name Address Postal Address	Mobie Ph. 3rd Contact Relation Home Ph. Business Ph. Mobie Ph. Patient Postal Address	
Ethnicity 1 Ethnicity 2 Ethnicity 3 Demographics Confirmed Residency Comments	Other European	lwi 1 lwi 2 lwi 3	- - -	Name Address	Person To Contact In Emergencies Relation Home Fronce Business Phone	-
		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.

C TRAINOR Mast	Peter			NHI No		HB \$8843
Date of Birth 14 Mar 2007	(Age 7 yrs) Sex Male					
State Information	V NHI Information V Functions V	Record Coding 🗸 Labels & Forms 🗸				
Selected : 1		Merged	Records		Q	T. A
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		



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#### 3.7.5 Accessing a patient on an Invalid Merged Number

1. If a **Patient Search** using the U/R Number Search is done and a merged NHI or merged Temporary Number is entered a message advising the number has been merged is displayed and advises the new NHI Number.

Message from webpage	×
U/R Number T-02177 is merged with HBS8843 Using HBS8843	
ОК	

2. Click OK.

The valid NHI Number is then displayed.

C TRAINOR Mast	Peter				NHI No		HB \$8843
Date of Birth 14 Mar 2007	(Age 7 yrs) Sex Male						
State Information	V NHI Information V Functions	V Record Coding	V Labels & Forms V				
		atient Demographics			1st Contact		
Surname Given Names Address	TRAINOR PETER 8 AUSTIN STREET	Title Previous Name Home Phone	Master	Name Address		Relation Home Ph. Business Ph. Mobile Ph.	
	WELLINGTON 6011 (2078 )	Mobile Phone E-Mail		Name Address	2nd Contact	Relation Home Ph. Business Ph. Mobile Ph.	
GP Other Usual GP Practice		Religion Occupation Smoker Visiting Options	No	Name Address	3rd Contact	Relation Home Ph. Business Ph. Mobile Ph.	
		Deceased	NO ()		Patient Postal Add	ress	
Country of Birth				Postal Address			
Ethnicity 1 Ethnicity 2 Ethnicity 3	Other European	lwi 1 lwi 2 lwi 3	-		Person To Contact In Em	ergencies	
Demographics Confirmed Residency Comments				Name Address		Relation Home Phone Business Phone	
		UR Comments					



### 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  $\bigwedge$  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  $\bigwedge$  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.

	JONES Ms Mary	nti		Location Pre-admission	Ward 8 - GVCurren	t ID - Wellingto	n)	Unit General	Surgery		NHI NO	GVM5977
_		ж.		Localon Tre-admission	(Mara o - O)(carren	the fiching to	,	on deneral	Juigery			01110077
Dat	e of Birth 14 Jun 1951(Age 63 y	rs) Sex Female	Claim Code EX	Clinician Prof Deborah I	M Tauvae			Visit Dates Pre-adn	nission 20/03/2015		Visit No	2150954
<u>s</u>	🕄 🖳 🖳 🗖 🗖	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharg 🗸 Other A	ppointments 🥆Si	upervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	• •		
	Deleted Alerts						Patient Alerts			Add Ale	ert	~
Тур	e Description	Infection Statu	is Reaction Com	nent/Lab No	Cr	eated By	Updated By	Date Activa	ited	Level	Docume	ent
				NHI/MWS Pa	tient Medical Warning	ps						Add
				Basic	Contact/Donor	Aliases						

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.

10L 💼	NES Ms Mary 📙 🍟	·Ψ		Location Pre-ad	mission (Ward 8 -	G)(Current IP - Welling	ton)	Unit General	Surgery		NHI No	GVM5977
Date of Bi	rth 14 Jun 1951(Age 63	yrs) Sex Female	Claim Code EX	Clinician Prof D	eborah M Tauvae			Visit Dates Pre-adm	nission 20/03/2015		Visit No	2150954
<b>S</b>	L L 🖬 🗖	Inpatient Enquiry	<ul> <li>Patient Master Index </li> <li>Admiss</li> </ul>	ion & Discharg 🗸	Other Appointments	S VSupervisor	✓ Billing Functions	✓ Documentation	Maternity Details	~		
Delete	d Alerts						Patient Alerts			Add Ale	rt	
Туре	Description	Infection Status	Reaction Comn	ient/Lab No		Created By	Updated By	Date Activa	ated L	evel	Allergy	
	NHI/MWS Patient Medical Warnings										Patient C Disability	are Plan Alert
					Basic Cont	tact/Donor Aliases					Disability	Alerts
											Merical h	ealur Alen

The Add Alert screen will display.

🗀 JON	ES Ms Mary 📔 🕊 🞵			Location Pre-admission (Ward 8 - G	(Current IP - Wellin	gton)	Unit General	Surgery		NHI No	GVM5977
Date of Birt	h 14 Jun 1951(Age 63 yrs) Sex Female		Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-adm	ission 20/03/2015		Visit No	2150954
<u>s</u> 81		Add Alert		? -	Supervisor	Billing Functions	Documentation	Maternity Details	· •		
Delete	Alert		~			Patient Alerts			Add Al	ert	~
Туре	Date Activated	Ö Ö			Created By	Updated By	Date Activa	ited	Level	Docum	ent
	Next Review Date	Ö									
	End Date	Ŏ			ings						Add
	Infection Status	<b></b>	_		r Allases						
	Site										
	Severity Level	0 🗸									
	Reaction Comment/lab. No										
				<u>^</u>							
				C							
				· · · · · · · · · · · · · · · · · · ·							
			<u></u>								
		Add	Close								
L											

- 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.





#### 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.

🗀 JONES Ms N	lary <u>A</u> 🛛 🕊 🕂		Location Pre-admission (W	ard 8 - G)(Current IP - Wellingto	in)	Unit General Surgery		NHI No	GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Fe	emale	Claim Code EX Clinician Prof Deborah M Ta	auvae		Visit Dates Pre-admission 20	0/03/2015	Visit No	2150954
🛋 🔊 🖳 🛛	🖁 💼 🗾 Inpatien	t Enquiry 🗸 Patient Master	Index 🗸 Admission & Discharç 🗸 Other Appoint	ntments 🗸Supervisor	✓ Billing Functions	✓ Documentation ✓ M	laternity Details 🗸 🗸		
Deleted Alerts					Patient Alerts		Add Ale	rt	~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Docur	nent
Allergy	Morphine			J.R.Henshall		02 Mar 2015	0	No	
			NHI/MWS Patient	t Medical Warnings					Add
			Basic	Contact/Donor Aliases					



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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.

🗀 JONES Ms Ma	ary <u>A</u> 🛛 🕊 🕀			Location Pre-admis	sion (Ward 8 - 0	G)(Current IP - Wellingto	in)	Unit Genera	I Surgery		NHI No	GVM5977
Date of Birth 14 Jun 19	51(Age 63 yrs) Sex Fe	emale	Claim Code EX	Clinician Prof Debor	rah M Tauvae			Visit Dates Pre-adr	mission 20/03/2015		Visit No	2150954
🗶 💵 🖳	👔 🗾 Inpatient	t Enquiry 🗸 Patient Mar	ster Index 🗸 Admiss	sion & Discharç 🗸 Oth	er Appointments	✓Supervisor	✓ Billing Functions	✓ Documentation	✓ Maternity Details	~		
Deleted Alerts							Patient Alerts			Add Aler	rt	~
Туре	Description	Infection Status	Reactio	on Comment/Lab No		Created By	Updated By	Date Ad	ctivated	Level	Docum	ient
Allergy	Morphine					J.R.Henshall		02 Mar 2	015	0	No	
				NHI/MWS	5 Patient Medica	al Warnings						Add
				Ba	sic Conta	ct/Donor Aliases						

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

🗀 JON	ES Ms Mary <u> </u> 🐺 🕂		Location Pre-admission (Ward 8 - G)(Cur	rent IP - Wellington)		Unit Genera	l Surgery		NHI No	GVM5977
Date of Bin	th 14 Jun 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-adr	mission 20/03/2015		Visit No	2150954
🛋 💵		Add Alert	? = ×	-Supervisor 🗸	Billing Functions	<ul> <li>Documentation</li> </ul>	Maternity Details	~		
Delete	Alert	V			Patient Alerts			Add Ale	rt	~
Туре	Date Activated	<b>Ö</b>		Created	By Upd	lated By Da	te Activated	Level	Docı	iment
A Dise	Next Review Date	č 🔟		J.R.Hensh	all	15 1	/lay 2001	0	No	
A Dise	End Date	<b>Ö</b>		J.R.Hensh	all	22 5	lun 2009	0	No	
Allen	Infection Status			J.R.Hensh	all	02 1	Mar 2015	0	No	
<u> </u>	Site									
	Severity Level	0 🗸		ings						Add
	Reaction Comment/lab. No			r Aliases						
			~							
			*							
		Add Close								

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

The following warning message will display.

Message from webpage
Active Alert MRSA - Golden Staph. exists. Press Ok to create a new Active Alert, press Cancel to return to Alert Maintenance.
OK Cancel

7. Click OK.



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The duplicate alerts will display on the Patient Alert screen.

_											
C	칠 JONES Ms Ma	ry <u>A</u> 🛛 🕊 🕀		Location Pre-admission (Ward 8 - C	6)(Current IP - Wellington)		Unit Genera	Surgery	1	NHI No	GVM5977
D	ate of Birth 14 Jun 195	51(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-adr	nission 20/03/2015	N N	isit No	2150954
	s 29 23 23	11 Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharg 🗸 Other Appointments	VSupervisor V	Billing Functions	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
	Deleted Alerts					Patient Alerts			Add Alert		~
T	уре	Description	Infection Status	Reaction Comment/Lab No	Created	By Upd	ated By Dal	e Activated	Level	Docur	nent
1	Contraction Disease	MRSA - Golden Staph.			J.R.Hensh	all	15 N	lay 2001	0	No	
	C Disease	MRSA - Golden Staph.			J.R.Hensh	all	22 J	un 2009	0	No	
1	Allergy	Morphine			J.R.Hensh	all	02 N	lar 2015	0	No	
				NHI/MWS Patient Medica	l Warnings						Add
				Basic Conta	ct/Donor Aliases						

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  $\Lambda$  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 🥂	JONES Ms Mary <u> </u> 🖤 🕂		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-adm	ission 20/03/2015		Visit No	2150954
🕵 💹 🖳 🔛 📄	Inpatient Enquiry V Patient	Master Index 🗸 Admissi	on & Discharg 🗸 Other Appointments	<ul> <li>Supervisor</li> </ul>	<ul> <li>Billing Func</li> </ul>	tions	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
	Pa	tient Demographics						1st Contact			
Surname Given Names Address	JONES MARY 23 KINGSTON CRESCENT	Title Previous Name Home Phone Business Phone	Ms 04 200 77782		Name Address			Relati Home Busin Mobile 2nd Contact	on Ph. ess Ph. e Ph.		
	ROTORUA 3010 (1248) Lakes DHB	Mobile Phone E-Mail	023 0201 711 joneses@gmail.com		Name Address	No		Relati Home Busin Mobile	on Ph. ess Ph. e Ph.		
GP Other		Religion	Methodist					3rd Contact			
Usual GP Practice	Jones Susan (Dr.) Mountainside Family Practice	Occupation Smoker Visiting Options Deceased	No ()		Name Address		Pati	Relati Home Busin Mobile ient Postal Address	on Ph. ess Ph. e Ph.		
Country of Birth					Postal Address	8					
Ethnicity 1 Ethnicity 2	NZ Maori	lwi 1 lwi 2	NK -Ngatai Kamatua -				Person To	Contact In Emergencie	-6		
Ethnicity 3 Demographics Confirmed Residency Comments	24 Feb 2015	IWI 3	-		Name Address			Relati Home Busin	on Phone ess Phone		
		UR Comments									

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

The Alerts screen will display.

🗀 JONES Ms M	Mary <u>  </u> ¥ 圷		Location Pre-admission (War	d 8 - G)(Current IP	- Wellington	)	Unit Gen	eral Surgery		NHI No	GVM5977
Date of Birth 14 Jun	1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tau	IVae			Visit Dates Pre-	admission 20/03/2015		Visit No	2150954
🕵 🕄 🖳 😣	🖁 👔 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharç 🗸 Other Appoint	ments 🗸Super	visor 🕚	Billing Functions	✓ Documentatio	n 🗸 Maternity Details	~		
Deleted Alerts						Patient Alerts			Add Aler		~
Туре	Description	Infection Status	Reaction Comment/Lab No		Create	d By Up	lated By	Date Activated	Level	Docu	ment
A Disease	MRSA - Golden Staph.				J.R.Hen	ishall		15 May 2001	0	No	
Disease	MRSA - Golden Staph.				J.R.Hen	shall		22 Jun 2009	0	No	
Allergy	Morphine				J.R.Hen	shall		02 Mar 2015	0	No	
			NHI/MWS Patient I	1edical Warnings							Add
			Basic	Contact/Donor	Aliases						





4. Click the alert  $\Delta$  icon beside the required record.

The Alert is displayed.

	DONES	] JONES Ms Mary <u>A</u> 📔 👾 🅂			Location Pre-admission (Wa	rd 8 - G)(Cui	rent IP - Wellingt	on)	Unit Genera	I Surgery		NHI No	GVM5977
C	Date of Birth 1	14 Jun 1951(Age 63 yrs) Se	ex Female	Claim Code EX	Clinician Prof Deborah M Tat	uvae			Visit Dates Pre-ad	mission 20/03/2015		Visit No	2150954
	s &		Update Ale	rt		? = ×	-Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
	Delete	Alert Category	Allergy					Patient Alert			Add Aler		~
	уре	Alert	Morphine				Cre	ated By U	dated By Da	te Activated	Level	Docu	ment
	A Dise	Date Activated	02 Mar 2015 × 👸				J.R.I	Henshall	15	May 2001	0	No	
	A Dise	Next Review Date	16 Jun 2016 👸 🛽				J.R.I	Henshall	22 .	Jun 2009	0	No	
	Aller	End Date	ŏ I				J.R.I	Henshall	02	Mar 2015	0	No	
		Infection Status	~									r	
		Site					ngs Alizeos	_					Add
		Severity Level	0 🗸				Alldses						
		Reaction Comment/lab. N	lo			_	1						
		Г	Update Link Document	Delete	Cancel								
		L											
							1						



### 4.3 Updating an Alert

1. Navigate to the required patient.

🗀 JONES Ms Mary <u> </u> ] 🐐 🗍	Location Pre-admission (Ward 8 - G)(C	urrent 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
🌊 🕄 🛂 📄 🗾 Inpatient Enquiry 🗸 Patient Master	Index 🗸 Admission & Discharç 🗸 Other Appointments 🗸	Supervisor V Billing Functions	✓ Documentation ✓ Maternity Details ✓		
Patient D	Demographics		1st Contact		
Surname JONES Given Names MARY Address 23 KINGSTON CRESCENT	Title Ms Previous Name Home Phone 04 200 77782	Name Address	Relation Home Ph. Business Ph. Mobile Ph.		
ROTORUA 3010 (1248 ) Lakes DHB	Business Phone 023 0201 711 Mobile Phone 023 0201 711 E-Mail joness@gmail.com	Name <b>No</b> Address	2nd Contact Relation Home Ph. Business Ph.		
GP Other Usual GP Jones Susan (Dr.) Practice Mountainside Family Practice	Religion Methodist Occupation No Smoker No Visiting Options	Name Address	Mobie Ph. 3rd Contact Relation Home Ph. Business Ph. Mobie Ph.	_	
Country of Birth	Deceased No ()	Postal Address	Patient Postal Address		
Ethnicity 1 NZ Maori Ethnicity 2 Ethnicity 3	lwi 1 NK -Ngatai Kamatua lwi 2 - lwi 3 -	Name	Person To Contact In Emergencies Relation	_	
Demographics Confirmed 24 Feb 2015 Residency Comments UR	Comments	Address	Home Phone Business Pho	ne	

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

The Alerts screen will display.

🗅 JONES M	Is Mary <u>A</u> 🛛 🕊 🕂	Location Pre-admission (Ward	8 - G)(Current IP	- Wellington)	1	Unit Gener		NHI No	GVM5977		
Date of Birth 14 J	un 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauva	ae			Visit Dates Pre-ad	dmission 20/03/2015		Visit No	2150954
🛋 💵 💵	👪 💼 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharç 🗸 Other Appointme	ents 🥆Super	visor 🔨	<ul> <li>Billing Functions</li> </ul>	✓ Documentation	✓ Maternity Details	~		
Deleted Alerts						Patient Alerts			Add Aler	rt	~
Туре	Description	Infection Status	Reaction Comment/Lab No		Create	d By Upo	lated By D	ate Activated	Level	Docu	ment
A Disease	MRSA - Golden Staph.				J.R.Hen:	shall	15	May 2001	0	No	
Disease	MRSA - Golden Staph.				J.R.Hen	shall	22	Jun 2009	0	No	
Allergy	Morphine				J.R.Hen	shall	02	Mar 2015	0	No	
			NHI/MWS Patient Me	edical Warnings							Add
			Basic C	Contact/Donor	Aliases						

- 4. Click the alert  $\Delta$  icon beside the required record.
- 5. The Alert is displayed.

🗀 JONES	🛿 JONES Ms Mary <u>A</u> 🛛 🟶 🏧			Location Pre-admission (Ward 8 - G)(Current IP - Wellington)				Unit Genera		NHI No	GVM5977	
Date of Birth 1	4 Jun 1951(Age 63 yrs)	Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae				Visit Dates Pre-adr	mission 20/03/2015		Visit No	2150954
<u>«</u>		Update A	lert	? =	× -Supervisor	~	Billing Functions	V Documentation	Maternity Details	~		
Delete	Alert Category	Allergy					Patient Alerts			Add Ale	ert	~
Туре	Alert	Morphine				Created B	y Up	dated By Da	te Activated	Level	Docur	nent
Dise:	Date Activated	02 Mar 2015 × 👸			L	.R.Hensha		151	day 2001	0	No	
Dise:	Next Review Date	16 Jun 2016 👸			L	.R.Hensha		22 5	lun 2009	0	No	
Allen	End Date	<b>Ö</b>			J	.R.Hensha		02 1	/lar 2015	0	No	
	Infection Status	~			2005							Add
	Site				r Aliase	s						Aug
	Severity Level	0 🗸										
	Reaction Comment/lab.	No										
				^								
				~								
	,	Update Link Documen	t Delete	Cancel								



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#### 6. Update fields as required.

#### 7. Click Update.

The updated details are displayed.

🗀 JONES M	1s Mary <u>A</u> 🛛 🔻 🕂		Location Pre-admission (Ward 8 - G	(Current IP - Wellington)	Uni	General Surgery		IHI No	GVM5977
Date of Birth 14 J	lun 1951(Age 63 yrs) Sex Female	Claim Code	Claim Code EX Clinician Prof Deborah M Tauvae		Visit Date:	Visit Dates Pre-admission 20/03/2015		isit No	2150954
🛋 🕄 😫	👫 👔 🗾 Inpatient Enquiry	V Patient Master Index V	Admission & Dischar; 🗸 Other Appointments	VSupervisor V Bil	ling Functions 🗸 Docume	ntation V Maternity Details	<ul> <li>V</li> </ul>		
Deleted Alerts					atient Alerts		Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Docum	ient
A 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	
			NHI/MWS Patient Medical	Warnings					Add
			Basic Contact	/Donor Aliases					



### 4.4 Viewing Alert History

1. Navigate to the required patient.

C RING Ms Diamo	nd <u>A</u>			NHI No ZB				
ate of Birth 03 Feb 1967 (A	Age 50 yrs) Sex Female	Patient Master Index    Admission & D	ischarr 🗙 Other Anno	intments 🗙Supenviso	ree Rilling Functions		Maternity Details	~
			identity + Contervepte			1st Contact	· · · · · · · · · · · · · · · · · · ·	
		Patient Demographics			Name	List Contact	Relation	
Surname Given Names Address	RING DIAMOND 8907 FERGUSSON DRIVE	Title Previous Name Home Phone	Ms		Address	2nd Contact	Home Ph. Business Ph. Mobile Ph.	
	UPPER HUTT 5018 (2012 ) Hutt Vallay DHB	Business Phone Mobile Phone E-Mail			Name Address		Relation Home Ph. Business Ph. Mebilo Ph.	
	Hutt Valley DIID					3rd Contact	MODIE FII.	_
GP Other Usual GP Practice		Religion Occupation Smoker Visiting Options Deceased	No No ()		Name Address Postal Address	Patient Postal Ad	Relation Home Ph. Business Ph. Mobile Ph. Idress	
Country of Birth	New Zealand							
Ethnicity 1 Ethnicity 2 Ethnicity 3	Latin American / Hispanic	lwi 1 lwi 2 lwi 3	- - -		Name Address	Person To Contact In E	mergencies Relation Home Phone	_
Demographics Confirmed Residency Comments							Business Phone	
		UR Comments						
			Admission	Details for at				
Admission No		0						
Ward				Bed				
Admission Date		at		Discharge Date		at		
Attending Doctor		-		Referring Doctor				
Case Team				Referral Source		-		
Health Specialty		-		Admission DRG				
Admission Type Readmission Ind Diet				Discharge DRG Reason For Admission Gestation		-		
Admission Weight		gram(s)						

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

The Alerts screen will display.

🗅 RING M	ING Ms Diamond A								NHI No					
Date of Birth 03	Feb 1967(Age	50 yrs) Sex Female												
🕵 🕄 🛿	5 😫 🗈	Inpatient Enqu	jiry ∨ Pa	atient Master Index 🗸	Admission & Discharg 🗸	Other Appointmen	ts 🗸Supervisor	✓ Billing Functions	V Docum	entation 🗸	Maternity Details	~		
Alert History		Deleted Alerts						P	atient Alerts		Add Alert		~	
Туре	Description	Infection Status	Reaction Cor	mment/Lab No				Requested By HCP	Created By	Updated By	Date Activated	Level	Document	
A Disease	Haemophilia	Infected	Added patient a	alert Updated patient ale	rt - change			Tauvae Deborah M (Prof)	Debbie Tauvae	Debbie Tauvae	03 Feb 2009	0	No	
Allergy	Amoxycillin		Updated Comn	ments by DT - patient exp	perienced severe reaction a	after taking Amoxycil	lin for 10 days	Tauvae Deborah M (Prof)	Debbie Tauvae	Debbie Tauvae	28 Feb 2017	0	No	
_														
					NHI/MWSI	Patient Medical W	arnings						Add	
					Basi	c Contact/D	onor Aliases							

4. Click the alert history Alert History icon in the patient banner

🗅 RING Ms Diamond 🕂		NHI NO						
Date of Birth 03 Feb 1967(Age 50 yrs) Sex Female							$\sim$	
🏼 🕄 🖳 💼 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admission & Discharç ✓ Oth	er Appointments 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~	1	
Alerts	lets Patient Alerts							
Selected : 2		Q	K A					
Туре	Description	/End Date	Deleted	_				
▲ Disease	Haemophilia	03 Feb 2009			No			
Allergy	Amoxycillin	28 Feb 2017			No			

Click on alert

RING Ms Diamo	nd <u>//</u>						NHI	No	ZBA4920	
Date of Birth 03 Feb 1967(A	Age 50 yrs) Sex Fer	nale								
🕵 😫 🖳 😫	💼 🗾 Inpatier	nt Enquiry 🗸 Patie	ent Master Index 🗸 Admis	ssion & Discharç 🗸 Other Appoint	ments 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~	
Alert History Al	lerts				Alert History					
Selected : 1				RING Ms D	iamond			Q	y, A	
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	Amoxycillin	28 Feb 2017	11	Ì.	l l	WEL	
Date & Time 04 Apr 2017 at 11:15:09	Action Type Before	Web User Id Debbie Tauvae	Alert Type Allergy	Description Amoxycillin	Date Activated 28 Feb 2017	Date Inactive	End Date	Authorising Clinician	Hospital WEL	

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Choice in a post of the second of the second second in the second s	Click the Action Type,	'Before' link and	the alert will display	before it was updated.
--	------------------------	-------------------	------------------------	------------------------

	Alert Audit Details	
Alert Category	Allergy	
Alert	Amoxycillin	
Alert Requested By		
Date Activated	28 Feb 2017	
Next Review Date		
Infection Status		
Site		
Severity Level	0	
Reaction Comment/lab. No		
Experiences mil	d rash	~
		~
Lindated By	Dabbia Taurza	
Updated Date/Time	11:15:09 04 Apr 2017	
	Close	



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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.

-										
	🗀 JONES Ms Ma	ry <u>A</u> 🛛 🕷 🕂		Location Pre-admission (Ward 8 - G	(Current IP - Wellington)		Unit General Surgery		NHI No	GVM5977
	Date of Birth 14 Jun 195	1(Age 63 yrs) Sex Female	Claim Cod	e EX Clinician Prof Deborah M Tauvae		VI	sit Dates Pre-admission 20/03/2015		Visit No	2150954
	🕵 &	Inpatient Enquiry	✓ Patient Master Index ✓	Admission & Discharg 🗸 Other Appointments	✓Supervisor ✓	Billing Functions 🗸 🗸	Documentation V Maternity Det	tails 🗸		
Í	Deleted Alerts					Patient Alerts		Add Aler	rt	~
	Туре	Description	Infection Status	Reaction Comment/Lab No	Created I	By Updated By	Date Activated	Level	Docur	nent
	A Disease	MRSA - Golden Staph.			J.R.Hensh	all	15 May 2001	0	No	
	Disease	MRSA - Golden Staph.			J.R.Henshi	all	22 Jun 2009	0	No	
	Allergy	Morphine			J.R.Henshi	all J.R.Henshall	02 Mar 2015	6	No	
				NHI/MWS Patient Medical	Warnings					Add
l				Basic Contac	VDonor Aliases					

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

The Add Medical Warnings screen will display.

🗀 JONES Ms M	lary <u>A</u> 🛛 🕊 🕂			Location Pre-admission (Ward 8 - G)(Current IP - Welling	jton)	Unit General Surgery		NHI No	GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Female	c	laim Code EX	Clinician Prof Deborah M Tauvae	fisit Dates Pre-admission 20/03/2015		√isit No	2150954	
🛋 🔊 🖳 L	🖇 👔 🗾 Inpatient Enquiry	✓ Patient Master In	dex 🥆 Admissio	on & Discharç 🗸 Other Appointments 🗸Supervisor	✓ Billing Functions ✓	Documentation V Maternity Details	~		
Deleted Alerts				NHI/MWS Medical Warnings	? = >	1	Add Aler	:	~
Туре	Description	Infection Sta	Severity	Warning V		Date Activated	Level	Docu	ment
A Disease	MRSA - Golden Staph.		Date of Onset			15 May 2001	0	No	
A Disease	MRSA - Golden Staph.		Warning Descripti	ion		22 Jun 2009	0	No	
Allergy	Morphine		Doctor Code			02 Mar 2015	6	No	
				Adverse Reaction					
			Coding System	No Coding System 🗸	Code				Add
				Add Close					
						_			

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

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

눱 JONES Ms N	lary <u>A</u> 🛛 🕊 🕂		Location Pre-admission (Ward 8 - G)(Curren	t IP - Wellington)	U	nit General Surgery	1	NHI No	GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Dat	es Pre-admission 20/03/2015	×	√isit No	2150954
🕵 &	👔 💼 Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	ion & Discharg 🗸 Other Appointments 🗸Se	upervisor 🗸 Billing F	unctions 🗸 Docur	mentation V Maternity Detail	s 🗸		
Deleted Alerts				Patie	nt Alerts		Add Alert	-	$\sim$
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Docum	ient
A 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	
			NHI/MWS Patient Medical Warning	JS					Add
Severity		Date		Description					
Marning		16 Feb 2015		Allergic to bee sting	<b>75</b>				
			Basic Contact/Donor	Aliases					



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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.

🗀 JONES Ms N	lary <u>A</u> 🛛 🕊 🕂		Location Pre-admission (Ward 8 - G)(	Current IP - Wellington)		Unit General Surgery	1	NHI No	GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-admission 2	0/03/2015	Visit No	2150954
🕵 🕄 🖳 🖳	🖇 👔 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharg 🗸 Other Appointments 🦄	Supervisor 🗸	<ul> <li>Billing Functions</li> </ul>	✓ Documentation ✓ !	Maternity Details 🗸 🗸		
Deleted Alerts					Patient Alerts		Add Aler	t	~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created	l By Updat	ed By Date Activat	ed Level	Docu	iment
A Disease	MRSA - Golden Staph.			J.R.Hens	hall	15 May 2001	0	No	
Disease	MRSA - Golden Staph.			J.R.Hens	hall	22 Jun 2009	0	No	
Allergy	Morphine			J.R.Hens	hall J.R.Her	Ishall 02 Mar 2015	6	No	
			NHI/MWS Patient Medical V	Varnings					Add
Severity		Date		Descri	ption				
Marning		16 Feb 2015		Allergic	to bee stings				
			Basic Contact/I	Donor Aliases					

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

The Update Medical Warning screen will display.

🗀 JONES Ms N	1ary <u>A</u> 🛛 🕊 🕂			Location	Pre-admission	Ward 8 - G)(Current IP - We	ellington)		Unit Genera	al Surgery		NHI No	GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Female	c	laim Code EX	Cliniciar	Prof Deborah M	Tauvae		v	isit Dates Pre-ad	mission 20/03/2015		Visit No	2150954
🕵 🕄 🖳 🖳	🖇 👔 🗾 Inpatient Enquiry	✓ Patient Master In	dex 🥆 Admissio	on & Disc	harç 🗸 Other App	oointments 🗸Supervisor	V Billing Fu	inctions 🗸	Documentation	✓ Maternity Details	~		
Deleted Alerts					NHI/M	WS Medical Warnings		? = ×	1		Add Aler	:	~
Туре	Description	Infection Sta	Facility Code	0203	Date Created	10 Mar 2015 at 15:32:20	MARC App	p. Date	Da	te Activated	Level	Docu	ment
▲ Disease	MRSA - Golden Staph.		Severity	1	Warning	_			15	May 2001	0	No	
A Disease	MRSA - Golden Staph.		Date of Onset	Í	16 Feb 2015				22	Jun 2009	0	No	
Allergy	Morphine		Warning Descripti	on	Allergic to bee sting	s - Anaphylactic Shock			02	Mar 2015	6	No	
			Doctor Code	[								,	
						Adverse Reaction							Add
Severity			Coding System		No Coding S	/stem 🗸	Code						
					Update	Delete Ca	ancel						
									-				

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

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

눱 JONES Ms N	lary <u>A</u> 🛛 🕊 🕂		Location Pre-admission (Ward 8 - G)(Curr	ent IP - Wellington)	Ui	nit General Surgery	N	HI No GVM5977
Date of Birth 14 Jun 1	951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Date	es Pre-admission 20/03/2015	Vis	sit No 2150954
🕵 &	👔 💼 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharg 🗸 Other Appointments 🗸 –	-Supervisor V Billing Fu	inctions 🗸 Docum	nentation V Maternity De	tails 🗸	
Deleted Alerts				Patien	t Alerts		Add Alert	~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
A 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
			NHI/MWS Patient Medical Warn	ings				Add
Severity		Date	Description					l
Marning		16 Feb 2015	Allergic to bee stings - Anaphylactic	Shock				
			Basic Contact/Dono	r Aliases				



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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.

🗀 JONES Ms Mary	/ 🛕 🖗 🛛 🐐 🕀 🗸 /		Location Pre-admission (Ward 8 - 0	G)(Current IP - Wellin	gton)	Unit Gene	ral Surgery	NHI	l No	GVM5977
Date of Birth 14 Jun 1951	(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-a	dmission 20/03/2015	Visit	t No	2150954
🕵 🛂 🖳 😫	👔 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharç 🗸 Other Appointments	✓Supervisor	✓ Billing Functions	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No		Created By	Updated By	Date Activated	Level	Docun	nent
▲ 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	
Lisability Alert	Sight Impaired Right		Complete loss of sight in right eye	a.	J.R.Henshall		14 Jul 1998	0	No	
			NHI/MWS Patient Medica	al Warnings						Add
Severity		Date	Description							
Marning Warning		16 Feb 2015	Allergic to bee stings - Anap	hylactic Shock						
			Basic Conta	ct/Donor Aliases						

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

The Medical Warning screen will display.

🗀 JONES Ms M	ary 🔥 🖏 📘 🕊 🕂			Locatio	on Pre-admission (N	ard 8 - G)(Curre	nt IP - Welling	jton)		Unit Gener	al Surgery	٩	HI No	GVM5977
Date of Birth 14 Jun 19	51(Age 63 yrs) Sex Female		Claim Code EX Clinician Prof Deborah M Tauvae Vis							Visit Dates Pre-admission 20/03/2015			isit No	2150954
🕵 &	Inpatient Enquiry	✓ Patient Master In	ndex 🗸 Admissio	on & Dis	charç 🗸 🛛 Other Appoi	ntments 🧹S	Supervisor	V Billing Function	ons 🗸	Documentation	Maternity Details	~		
Deleted Alerts					NHI/MWS	5 Medical Warnin	gs		? = ×	1		Add Alert		~
Туре	Description	Infectio	Facility Code	0203	Date Created	10 Mar 2015 at	15:32:20	MARC App. Da	ite	Бу	Date Activated	Level	Docu	ment
A Disease	MRSA - Golden Staph.		Severity		Warning	-					15 May 2001	0	No	
▲ Disease	MRSA - Golden Staph.		Date of Onset		16 Feb 2015 ×						22 Jun 2009	0	No	
Allergy	Morphine		Warning Descript	on	Allergic to bee stings -	Anaphylactic Shore	ck			hall	02 Mar 2015	6	Yes	
E Disability Alert	Sight Impaired Right		Doctor Code								14 Jul 1998	0	No	
						Adverse Reaction	n							
			Coding System		No Coding Syst	em 🗸		Code						Add
Severity		Date												
Marning		16 Feb 2015			Update	Delete	Cancel							
										1				

#### 4. Click **Delete**.

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

Message from webpage
Are you sure you want to Delete ?
OK Cancel

5. Click OK.



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

🗀 JONES Ms Mary	∆&ъ∎¥₽		Location Pre-admission (Ward	8 - G)(Current IP - Well	ngton)	Unit Gener	ral Surgery	NH	ll No	GVM5977
Date of Birth 14 Jun 1951(A	ge 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauv	ae		Visit Dates Pre-ad	dmission 20/03/2015	Vis	it No	2150954
🕵 🕼 🖳 🖳 📰	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharg 🗸 Other Appointme	ents 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab	No	Created By	Updated By	Date Activated	Level	Docun	nent
▲ 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	t eye.	J.R.Henshall		14 Jul 1998	0	No	
			NHI/MWS Patient Me	dical Warnings						Add
			Basic C	Contact/Donor Aliase	s					



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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.

🗀 JONES Ms Ma	ary <u>A</u> 🛛 🕊 🕀		Location Pre-admission (Ward 8 - G)	(Current IP - Wellington)	Un	it General Surgery	N	HI No	GVM5977
Date of Birth 14 Jun 19	951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Date	s Pre-admission 20/03/2015	Vi	sit No	2150954
🗶 💵 🖳 😫	👔 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharg 🗸 Other Appointments	✓Supervisor ✓ Billing	g Functions 🗸 Docum	entation V Maternity Details	s 🗸		
Deleted Alerts				Pati	ient Alerts		Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Docun	nent
⚠ Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No	
A 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	
			NHI/MWS Patient Medical	Warnings					Add
Severity		Date	Description						
Marning		16 Feb 2015	Allergic to bee stings - Anaphy	ylactic Shock					
			Basic Contact	/Donor Aliases					

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

The Add Alert screen will display.

🗀 JON	ES Ms Mary <u>A</u> 🛛 🕊 🕂		Location Pre-admission (Ward 8 - G)(Cu	rent IP - Wellington)		Unit General	Surgery		NHI No	GVM5977
Date of Bin	th 14 Jun 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-adn	nission 20/03/2015		visit No	2150954
<u>s</u> V		Add Alert	? = ×	-Supervisor 🗸	Billing Functions	Documentation	✓ Maternity Details	~		
Delete	Alert	✓			Patient Alerts			Add Aler	2	~
Туре	Date Activated	🗖 🗖 🗖		Created I	By Update	d By Dat	e Activated	Level	Docu	ment
🛕 Dise	Next Review Date	č 🔤		J.R.Henshi	all	15 N	tay 2001	0	No	
A Dise	End Date	<u> </u>		J.R.Henshi	all	22 J	un 2009	0	No	
Aller	Infection Status			J.R.Henshi	all J.R.Hens	shall 02 N	lar 2015	6	No	
_	Site									
	Reaction Comment/lab. No			ings						Add
Severity										
\Lambda Warr			^	Shock						
			~	r Aliases						
		Add Close								

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





The Patient Alert screen will display.

JONES MS Mary	⚠७. 🗋 🕹 🕂		Location Pre-admission (Ward 8	B - G)(Current IP - Wellingt)	on)	Unit Gene	ral Surgery	NE	il No	GVM5977
Date of Birth 14 Jun 1951(#	ige 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauva	<u>ie</u>		Visit Dates Pre-a	dmission 20/03/2015	Vis	it No	2150954
🕵 😫 🖳 😫 🔒	Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharg 🗸 Other Appointmen	nts 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab N	0	Created By	Updated By	Date Activated	Level	Docu	iment
Disease	MRSA - Golden Staph.				J.R.Henshall		15 May 2001	0	No	
A 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	
E Disability Alert	Sight Impaired Right		Complete loss of sight in right	eye.	J.R.Henshall		14 Jul 1998	0	No	
			NHI/MWS Patient Med	dical Warnings					Г	Add
Severity		Date	Description							
Marning		16 Feb 2015	Allergic to bee stings - A	naphylactic Shock						
			Basic Co	ontact/Donor Aliases						

The Disability Alert icon sappears 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.

🗀 JONES Ms	: Mary <u>人</u> と 🔋 🕂		Location Pre-admission (Ward 8 - (	G)(Current IP - Wellin	gton)	Unit Gene	ral Surgery	NHI No		GVM5977
Date of Birth 14 Ju	n 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-a	dmission 20/03/2015	Visi	t No	2150954
🗶 💵 👪	👪 💼 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admis	ision & Discharg 🗸 Other Appointments	✓Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No		Created By	Updated By	Date Activated	Level	Docum	ient
A Disease	MRSA - Golden Staph.				J.R.Henshall		15 May 2001	0	No	
A 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	
5 Disability Alert	Sight Impaired Right		Complete loss of sight in right eye	<del>.</del>	J.R.Henshall		14 Jul 1998	0	No	
			NHI/MWS Patient Medica	al Warnings						Add
Severity		Date	Description							
Marning		16 Feb 2015	Allergic to bee stings - Anap	phylactic Shock						
			Basic Conta	ct/Donor Aliases						

3. Click the alert icon beside the required record.





The Update Alert screen will display.

DONES 🗋	Ms Mary 🛕 📒 🦉 🕂		Location Pre-admission (Ward 8 - G)(Ct	rrent IP - Welling	gton)	Unit Gener	ral Surgery	N	HI No	GVM5977
Date of Birth 14	4 Jun 1951(Age 63 yrs) Sex Fema	Ile Claim Code I	X Clinician Prof Deborah M Tauvae			Visit Dates Pre-a	dmission 20/03/2015	V	sit No	2150954
<u> </u>		Update Alert	? = ×	-Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	<ul> <li>Maternity Details</li> </ul>	~		
Delete	Alert Category	Disability Alert			Patient Alerts			Add Alert		~
Туре	Alert	Sight Impaired Right			Created By	Updated By	Date Activated	Level	Docu	ment
\Lambda Dise	Date Activated	14 Jul 1998 × 👸 🛄			J.R.Henshall		15 May 2001	0	No	
\Lambda Dise	Next Review Date	<b>ö</b> 🗉			J.R.Henshall		22 Jun 2009	0	No	
Aller	End Date				J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No	
& Disab	Infection Status	×			J.R.Henshall		14 Jul 1998	0	No	
	Site									
	Severity Level	0 🗸		ings						Add
Severity	Reaction Comment/lab. No									
Marr Warr	Complete loss of si	ight in right eye.		Shock						
			^	r Aliases						
			~							
	,			1						
	Upd	ate Link Document Delete	Cancel							
				_						



PMI and NHI User Guide NZ

### 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.

🗀 JONES Ms Mary 🥂	\&□*₽		Location Pre-admission (Ward 8 - G)(Current IP	- Wellington)	Unit Gener	al Surgery	NH	l No	GVM5977
Date of Birth 14 Jun 1951(Age	63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Dates Pre-ad	Imission 20/03/2015	Visi	t No	2150954
🕵 💵 🖳 🖳 📰	Inpatient Enquiry	✓ Patient Master Index ✓ Admis	sion & Discharg 🗸 Other Appointments 🗸Super	risor V Billing Function	s V Documentation	Maternity Details	~		
Deleted Alerts				Patient Alert	s		Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Docur	nent
A Disease	MRSA - Golden Staph.			J.R.Henshall		15 May 2001	0	No	
A 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	
			NHI/MWS Patient Medical Warnings						Add
Severity		Date	Description						
Marning Warning		16 Feb 2015	Allergic to bee stings - Anaphylactic Shock						
			Basic Contact/Donor	Aliases					

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

The Add Alert screen will display.

🗀 JON	IES Ms Mary <u>A</u> 🛛 🦉 🅂		Location Pre-admission (Ward 8 - G)(Cur	rrent IP - Wellington)	Unit General Surge	ery M	NHI No GVM5977
Date of Bin	th 14 Jun 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Dates Pre-admission	n 20/03/2015 V	/isit No 2150954
<u>s</u> V		Add Alert	? = ×	-Supervisor V Billing Functi	ons 🗸 Documentation 🗸	Maternity Details 🗸	
Delete	Alert	V		Patient Al	erts	Add Alert	~ ~
Туре	Date Activated	📩 💆 🗐		Created By	Updated By Date Activ	vated Level	Document
\Lambda Diser	Next Review Date	č 🛄		J.R.Henshall	15 May 200	)1 0	No
<u>∧</u> Dise	End Date	<u> </u>		J.R.Henshall	22 Jun 2009	9 0	No
Aller	Infection Status			J.R.Henshall	J.R.Henshall 02 Mar 201	5 6	No
	Site Severity Level						
	Reaction Comment/lab. No			ings			Add
Severity							
A Warr			^	Shock			
			~	r Aliases			
		Add Close					

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





#### The Patient Alert screen will display.

🗀 JONES Ms Mary 🛕	\& <mark>□ ♥</mark> ₽		Location Pre-admission (Ward 8 - G)(Curre	nt IP - Wellingto	on)	Unit Genera	al Surgery	NH	l No	GVM5977
Date of Birth 14 Jun 1951(Age	63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-ad	mission 20/03/2015	Visi	t No	2150954
🗶 🗶 🖳 😫 📄	🗾 Inpatient Enquiry 🗸 Pa	atient Master Index 🗸 Admiss	ion & Discharç 🗸 Other Appointments 🗸	Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	Maternity Details	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No		Created By	Updated By	Date Activated	Level	Docur	nent
A 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	
L 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	
			NHT/MWS Patient Medical Warnin	nas						۸dd
Severity	Date		Description							7400
Marning	16 Feb 2	015	Allergic to bee stings - Anaphylactic S	Shock						
			Basic Contact/Donor	Aliases						

The Security Alert icon **A** 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.

🗅 JONES Ms Mary 🛕	&□*₽		Location Pre-admission (Ward 8 - G)(Current IP - Wellin	gton)	Unit Genera	I 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-ad	mission 20/03/2015	Visit	No 2150954
🗶 V/ V/ V/ 🗃	🗾 Inpatient Enquiry 🗸 Patient	Master Index 🗸 Admiss	sion & Discharg 🗸 Other Appointments 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~	
Deleted Alerts				Patient Alerts			Add Alert	~
Туре	Description	Infection Status	Reaction Comment/Lab No	Created By	Updated By	Date Activated	Level	Document
A 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
			NHI/MWS Patient Medical Warnings					Add
Severity	Date		Description					
Marning Warning	16 Feb 2015		Allergic to bee stings - Anaphylactic Shock					
			Basic Contact/Donor Aliases					

3. Click the alert icon beside the required record.





The Update Alert screen will display.

🗅 JONES	Ms Mary 🛕 🧧 🍟 🗍	F		Location Pre-admission (	Ward 8 - G)(Curr	rent IP - Wellingto	on)	Unit Genera	al Surgery	NHI	No GVM5977
Date of Birth 1	4 Jun 1951(Age 63 yrs) Sex Fe	male Clain	Code EX	Clinician Prof Deborah M	Tauvae			Visit Dates Pre-ad	mission 20/03/2015	Visit	No 2150954
<u>s</u>	_	Update Alert			? = ×	-Supervisor	✓ Billing Functions	✓ Documentation	✓ Maternity Details	~	
Delete	Alert Category	Mental Health Alert	1				Patient Alerts			Add Alert	~
Туре	Alert	Self Harm Threat	1				Created By	Updated By	Date Activated	Level	Document
▲ Dise	Date Activated	08 Aug 2004 × 🎁 🥅	-				J.R.Henshall		15 May 2001	0	No
Dise:	Next Review Date	ă II					J.R.Henshall		22 Jun 2009	0	No
Aller	End Date	ŏ					J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
& Disab	Infection Status						J.R.Henshall		14 Jul 1998	0	No
A Ment	Site						J.R.Henshall		08 Aug 2004	0	No
_	Severity Level	0 🗸									
	Reaction Comment/lab. No					ings					Add
Severity											
A Warf					0	Shock	_				
						Allases					
		Indata Link Document D	alata	Cancel							
				Cuncer							





### 4.8 Linking a Document to an Alert

1. Navigate to the required patient.

JONES Ms Mary	∆&∎♥₽	L	ocation Pre-admission (Ward 8 - G)(Curre	nt IP - Wellington)	Unit Gene	ral Surgery	NHI No	GVM5977
Date of Birth 14 Jun 1951(Ag	e 63 yrs) Sex Female	Claim Code EX C	Clinician Prof Deborah M Tauvae		Visit Dates Pre-a	dmission 20/03/2015	Visit No	2150954
🕵 🛯 🖳 🖳 💼	🗾 Inpatient Enquiry 🗸 Patient Ma	ster Index 🗸 Admission	& Discharg 🗸 Other Appointments 🗸	Supervisor 🗸 Billing Fi	unctions V Documentation	Maternity Details	<b>~</b>	
	Patie	nt Demographics				1st Contact		
Surname Given Names Address	JONES MARY 23 KINGSTON CRESCENT	Title Previous Name Home Phone Business Phone	Ms 04 200 77782	Name Address		Relation Home Ph. Business Pi Mobile Ph. 2nd Contact	h.	
	ROTORUA 3010 (1248) Lakes DHB	Mobile Phone E-Mail	023 0201 711 joneses@gmail.com	Name Address	No	Relation Home Ph. Business Pl Mobile Ph.	h.	
GP Other Usual GP Practice	<u>Jones Susan (Dr.)</u> Mountainside Family Practice	Religion Occupation Smoker Visiting Options Deceased	Methodist No No ()	Name Address	Pa	3rd Contact Relation Home Ph. Business Pi Mobile Ph. tient Postal Address	h.	
Country of Birth	N7 Maori	lwi 1	NK Ngatai Kamatua	Postal Addret	\$\$			
Ethnicity 2 Ethnicity 3		lwi 2 lwi 3	- -	Name	Person 1	o Contact In Emergencies Relation Home Dhor	•	-
Demographics Confirmed Residency Comments	24 Feb 2015	JR Comments				Business P	hone	

- 2. Click the alert A 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 - Wellin	gton)	Unit Genera	al Surgery	NHI	No GVM5977
Date of Birth 14 Jun 1951(Age	e 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Dates Pre-ad	mission 20/03/2015	Visit	No 2150954
🕵 💵 🖳 🔛 📰	Inpatient Enquiry V Patient	Master Index 🗸 Admiss	ion & Discharç 🗸 Other Appointments 🗸Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~	
Deleted Alerts				Patient Alerts			Add Alert	~
Туре	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
			NHI/MWS Patient Medical Warnings					Add
Severity	Date		Description					
Marning Warning	16 Feb 2015		Allergic to bee stings - Anaphylactic Shock					
			Basic Contact/Donor Aliases					

4. Click the alert  $\Delta$  icon beside the required record.

DONES	i Ms Mary 🛕 📒 😻 拝		Location Pre-admission (Ward 8 - G)(Cu	rrent IP - Wellingt	on)	Unit Genera	al Surgery	NH	No GVM5977
Date of Birth 1	4 Jun 1951(Age 63 yrs) Sex Female	e Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-ad	mission 20/03/2015	Visi	No 2150954
<u>s</u> 2		Update Alert	? = ×	-Supervisor	<ul> <li>Billing Functions</li> </ul>	✓ Documentation	Maternity Details	~	
Delete	Alert Category	Allergy			Patient Alerts			Add Alert	~
Туре	Alert	Morphine			Created By	Updated By	Date Activated	Level	Document
🛕 Dise	Date Activated	02 Mar 2015 × 👸 🛄		1	J.R.Henshall		15 May 2001	0	No
🛆 Dise	Next Review Date	16 Jun 2016 👸 🧰		1	J.R.Henshall		22 Jun 2009	0	No
Allen	End Date			1	J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
👌 Disab	Infection Status	$\overline{}$		1	J.R.Henshall		14 Jul 1998	0	No
<u>∧</u> Ment	Site			1	J.R.Henshall		08 Aug 2004	0	No
	Severity Level	6 🗸							
Cavariby	Reaction Comment/lab. No			ings					Add
∧ Warr			^	Shock					
			~	r Aliases					
	1								
	Updat	te Link Document Delete	Cancel	1					
				1					
				_					

5. Click Link Document.



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The Add Document screen will display.

DONES	Ms Ma	ary 🛕 🖥 🐐 🕂		Location Pre-admissio	on (Ward 8	- G)(Cur	rent IP - Welling	ton)	Unit Genera	al Surgery	NHI	No	GVM5977
Date of Birth 14	4 Jun 19	51(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah	n M Tauvae				Visit Dates Pre-ad	mission 20/03/2015	Visit	No	2150954
<u> </u>		Daliant - JONEC	Me Manu (Famala Ana 62 une 11/D C1/A	45077)	2		-Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~		
Delete	Al	Pauent : JONES	10 Mar 2015	15977)				Patient Alerts			Add Alert		~
Туре	Al	Date						Created By	Updated By	Date Activated	Level	Doc	ument
▲ Dise	Da	Time	15:55:00					J.R.Henshall		15 May 2001	0	No	
<u>∧</u> Dise	Ne	Document Type	▼	<b>A</b>				J.R.Henshall		22 Jun 2009	0	No	
Aller	Er	= m		-				J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No	
C Disab	Int	To Comment						J.R.Henshall		14 Jul 1998	0	No	
A Ment	Sit	ounnent						J.R.Henshall		08 Aug 2004	0	No	
_	Se	Correspondence File Name		Browse									
	Re		Add Close				ings						Add
Severity							011					-	
							Aluses						
		Update	Link Document Delete	Cancel									
							J						

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

🗀 JONE	S Ms Mary 🛕 🖥 🌹 🕂		Location Pre-admission (Ward 8 - G)(Cur	rent IP - Welling	ton)	Unit Genera	al Surgery	NH	No GVM5977
Date of Birth	14 Jun 1951(Age 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-ad	mission 20/03/2015	Visi	t No 2150954
<u>s</u> 2		Update Alert	? = ×	-Supervisor	✓ Billing Functions	✓ Documentation	✓ Maternity Details	~	
Delete	Alert Category	Allergy			Patient Alerts			Add Alert	~
Туре	Alert	Morphine			Created By	Updated By	Date Activated	Level	Document
▲ Dise	Date Activated	02 Mar 2015 × 👸 🛄			J.R.Henshall		15 May 2001	0	No
A Dise	Next Review Date	16 Jun 2016		1	J.R.Henshall		22 Jun 2009	0	No
Aller	End Date	ă I			J.R.Henshall	J.R.Henshall	02 Mar 2015	6	No
Disab	Infection Status				J.R.Henshall		14 Jul 1998	0	No
A Ment	Site				J.R.Henshall		08 Aug 2004	0	No
	Severity Level	6 🗸							
	Linked Clinical Document	🔜 10 Mar 2015		ings					Add
Severity	Reaction Comment/lab. No								
A Warr				Shock					
			0	r Aliases					
				1					
	Lindate	Link Document Delete	Cancel						
				1					
				J					



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The Clinical Documents icon will display in the patient banner.

-										
DONES Ms Mary	79 @ 🛯 🛔 🚹		Location Pre-admission (Wan	d 8 - G)(Curren	t IP - Wellingto	n)	Unit Genera	al Surgery	NH	I No GVM5977
Date of Birth 14 Jun 1951(Ag	e 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tau	vae			Visit Dates Pre-ad	mission 20/03/2015	Visi	t No 2150954
🛋 💵 💵 📰	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	ion & Discharç 🗸 Other Appointn	nents 🗸Su	pervisor	✓ Billing Functions	✓ Documentation	V Maternity Details	~	
Deleted Alerts						Patient Alerts			Add Alert	~
Туре	Description	Infection Status	Reaction Comment	t/Lab No		Created By	Updated By	Date Activated	Level	Document
Disease	MRSA - Golden Sta	aph.				J.R.Henshall		15 May 2001	0	No
Disease	MRSA - Golden Sta	aph.				J.R.Henshall		22 Jun 2009	0	No
Allergy	Morphine					J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
E Disability Alert	Sight Impaired Righ	nt	Complete loss of sight	t 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
			NHI/MWS Patient M	ledical Warning	s					Add
Severity		Date	Description							
Marning Warning	1	16 Feb 2015	Allergic to bee stings -	Anaphylactic Sh	ock					
			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)(Cu	rrent IP - Wellington)	1	Unit General	Surgery	NHLN	• GVM5977
Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female	Claim Code EX Clinician Prof Deborah M Tauvae			Visit Dates Pre-adm	ission 20/03/2015	Visit N	o 2150954
🕵 😫 🖳 🎥 💼 🗾 Inpatient Enquiry	✓ Patient Master Index ✓ Admission & Dischars ✓ Other Appointments ✓	Supervisor 🔨	Billing Functions	<ul> <li>Documentation</li> </ul>	Maternity Details	~	
All Visits	Clinical Documentation	n Current Visit					Add
Date	Description	То	F	rom	Alert Link		
🔜 10 Mar 2015	liga 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.

DONES Ms Mary	∆&□♥₽		Location Pre-admission (Ward 8 - G	6)(Current IP - Wellingto	on)		Unit General	l Surgery		NHI No	GVM5977
Date of Birth 14 Jun 1951(Ag	e 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae				Visit Dates Pre-adm	mission 20/03/2015		Visit No	2150954
🗶 🔊 🕹 😫 🗊	Inpatient Enquiry 🗸 Patier	nt Master Index 🗸 Admissi	ion & Discharg 🗸 Other Appointments	✓Supervisor	V Billing Fu	nctions	<ul> <li>Documentation</li> </ul>	Maternity Details	~		
	P	atient Demographics						1st Contact			
Surname Given Names Address	JONES MARY 23 KINGSTON CRESCENT	Title Previous Name Home Phone Business Phone	Ms 04 200 77782		Name Address			Relation Home Ph Business Mobile Pl	Ph.		
	ROTORUA 3010 (1248) Lakes DHB	Mobile Phone E-Mail	023 0201 711 joneses@gmail.com		Name Address	No		Relation Home Ph Business Mobile Pr	Ph.		
GP Other Usual GP Practice	<u>Jones Susan (Dr.)</u> Mountainside Family Practice	Religion Occupation Smoker Visiting Options Deceased	Methodist No No ()		Name Address		Patie	3rd Contact Relation Home Ph Business Mobile Ph ent Postal Address	Ph.		
Country of Birth Ethnicity 1 Ethnicity 2 Ethnicity 3	NZ Maori	lwi 1 lwi 2 lwi 3	NK -Ngatai Kamatua - -		Postal Addres	\$	Person To (	Contact In Emergencies			
Demographics Confirmed Residency Comments	24 Feb 2015	UR Comments			Address			Relation Home Ph Business	one Phone		

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

The Alerts screen will display.

DONES Ms Mary	₽ 🛛 ¥ 🕂		Location Pre-admission (Ward 8 - G)(Current I	P - Wellington)	ι	Jnit General Surgery	NHLN	IO GVM5977
Date of Birth 14 Jun 1951(Age 63 y	rs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae		Visit Da	tes Pre-admission 20/03/2015	Visit N	o 2150954
🐹 💵 🖳 🖳 🔜	Inpatient Enquiry 🗸 🗸	Patient Master Index 🗸 Admissio	n & Discharç 🗸 Other Appointments 🗸Sup	ervisor 🗸 Bill	ling Functions 🗸 Docu	mentation V Maternity Def	tails 🗸	
Deleted Alerts				P	atient Alerts		Add Alert	<b>~</b>
Туре	Description	Infection Status	Reaction Comment/Lab No	Crea	ited By Updated	By Date Activated	Level	Document
Disease	MRSA - Golden Staph.			J.R.H	lenshall	15 May 2001	0	No
A Disease	MRSA - Golden Staph.			J.R.H	lenshall	22 Jun 2009	0	No
Allergy	Morphine			J.R.H	ienshall J.R.Hensha	all 02 Mar 2015	6	Yes
E Disability Alert	Sight Impaired Right		Complete loss of sight in right eye.	J.R.H	lenshall	14 Jul 1998	0	No
Mental Health Alert	Self Harm Threat			J.R.H	ienshall	08 Aug 2004	0	No
			NHI/MWS Datient Medical Warnings					Add
Severity			Description					Add
▲ Warning	16 Fe	eb 2015	Allergic to bee stings - Anaphylactic Shoo	:k				
			Basic Contact/Donor	Aliases				

4. Click the alert  $\Delta$  icon beside the required record.

DONE:	S Ms Mary 🔬 🖁	o 🛛 🔻 🎹		Location Pre-admission (V	Vard 8 - G)(Cu	rrent IP - Wellingt	on)	Unit Genera	al 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-ad	mission 20/03/2015	Visit	No 2150954
<u>s</u> 8		Update Al	lert		? = ×	-Supervisor	<ul> <li>Billing Functions</li> </ul>	<ul> <li>Documentation</li> </ul>	✓ Maternity Details	~	
Delete	Alert Category	Mental Health Alert					Patient Alerts			Add Alert	~
Туре	Alert	Self Harm Threat					Created By	Updated By	Date Activated	Level	Document
\Lambda Dise	Date Activated	08 Aug 2004 × 👸					J.R.Henshall		15 May 2001	0	No
▲ Dise	Next Review Date	ă l					J.R.Henshall		22 Jun 2009	0	No
Allers	End Date						J.R.Henshall	J.R.Henshall	02 Mar 2015	6	Yes
& Disab	Infection Status	×					J.R.Henshall		14 Jul 1998	0	No
	Site						J.R.Henshall		08 Aug 2004	0	No
	Severity Level	0 🗸									
C	Reaction Comment/lat	b. No				ings					Add
A Warr					~	Shock					
<u>77</u>					$\checkmark$	Aliases					
	1										
		Update Link Document	Delete	Cancel							
						-					





#### 5. Click Delete.

The following message will display.

Message from webpage
Are you sure you want to Delete ?
OK Cancel

6. Click OK.

The alert will be deleted.





#### 4.9.2 Viewing a Deleted Alert

1. Navigate to the required patient.

JONES Ms Mary	∆ኤ□♥₽		Location Pre-admission (Ward 8 - 0	6)(Current IP - Wellingt	on)		Unit General	Surgery		NHI No	GVM5977
Date of Birth 14 Jun 1951(A	ge 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae				Visit Dates Pre-adm	nission 20/03/2015		Visit No	2150954
🕵 😫 🖳 😫 🔒	Inpatient Enquiry V Patient M	Master Index 🗸 Admissio	n & Discharg 🗸 Other Appointments	✓Supervisor	✓ Billing Fu	inctions	V Documentation	✓ Maternity Details	~		
	Pati	ient Demographics						1st Contact			
Surname Given Names Address GP Other Usual GP Practice	JONES MARY 23 KINGSTON CRESCENT ROTORUA 3010 (1248 ) Lakes DHB Jones Susan (Dr.) Mountainside Family Practice	Title Previous Name Home Phone Business Phone Mobile Phone E-Mail Religion Occupation Smoker Visiting Options Decessed	Ms 04 200 77782 023 0201 711 joneses@gmail.com Methodist No No ()		Name Address Name Address	No	Patie	Relation Home P Businese And Contact Relation Busines 3rd Contact Relation Home P Busines Busines Busines Mobile 1 Home P	h. s Ph. Ph. h. s Ph. Ph. h. s Ph. Ph.	_	
Country of Birth Ethnicity 1 Ethnicity 2 Ethnicity 3 Demographics Confirmed Residency Comments	NZ Maori 24 Feb 2015	lwi 1 lwi 2 lwi 3 UR Comments	NK -Ngatai Kamatua - -		Postal Addres Name Address	S	Person To (	Contact In Emergencies Relatior Home P Busines	hone s Phone	_	-

- 2. Click the alert  $\bigwedge$  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	∆&ᢐ∎♥₽		Location Pre-admission (Ward 8 -	G)(Current IP - Welling	jton)	Unit Gener	al Surgery	NHI No		GVM5977
Date of Birth 14 Jun 1951(Ag	ge 63 yrs) Sex Female	Claim Code EX	Clinician Prof Deborah M Tauvae			Visit Dates Pre-ac	Imission 20/03/2015	Visi	t No	2150954
🛋 💵 🖳 📰	Inpatient Enquiry	✓ Patient Master Index ✓ Admiss	sion & Discharç 🗸 Other Appointments	✓Supervisor	Billing Functions	✓ Documentation	V Maternity Details	~		
Deleted Alerts					Patient Alerts			Add Alert		~
Туре	Description	Infection Status	Reaction Comment/Lab No		Created By	Updated By	Date Activated	Level	Docu	ment
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	
Lisability Alert	Sight Impaired Right		Complete loss of sight in right eye	e.	J.R.Henshall		14 Jul 1998	0	No	
			NHI/MWS Patient Medica	al Warnings						Add
Severity		Date	Description							
Marning Warning		16 Feb 2015	Allergic to bee stings - Anap	phylactic Shock						
			Basic Conta	act/Donor Aliases						

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

The Deleted 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 Cod			Clinician Prof Deborah M Tauvae			Visit Dates Pre-admission 20/03/2015		Visit No	2150954	ļ.
🕵 😫 😫 😫 🖬	🔄 Inpatient Enquiry 🗸 Pati	ent Master Index 🗸 Admission	n & Discharg 🗸 Other Appointments 🕚	🗸Supervisor 🗸 B	illing Functions 🗸 🗸	Documentation	V Maternity Details V			
Alerts Deleted Alerts										
Selected : 2 JONES Ms Mary						Q	1.8			
Туре	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	





- \_\_\_\_\_
  - 5. Click the alert  $\Delta$  icon beside the required record.

The Deleted Alert will display.

🗀 JONES Ms Mary 🕂 告 🖏 📋 🍟 🅂		Location Pre-admission (Ward 8 - G)(Current IP - Wellington)		n)	Unit General Surgery			GVM597	7	
Date of Birth 14 Jun 1951(Age 63 yrs) Sex Female Claim Code EX		Clinician Prof Deborah M Tauvae		Visit	Visit Dates Pre-admission 20/03/2015		Visit No	2150954	4	
<u>s</u> 2		Alert Audit Details	? <b>-</b> ×	-Supervisor	✓ Billing Functions ✓	Documentation	✓ Maternity Details	~		
Ale	Alert Category	Mental Health Alert		eleted Alerts						
Selected	Alert	Self Harm Threat						Q	7. 8	
Type	Date Activated	08 Aug 2004		dded By	Date Activated	Deleted By	Date Delet	ed Level	Document	
	Next Review Date			R Hanshall	28 Eeb 1997	I R Henshall	10 Mar 201	15	No	
	Infection Status			R Henchell	08 Aug 2004	L R Henshell	10 Mar 201	16 0	No	$\sim$
	Site				00 A0g 2004	o.rc.riensnaii	TO War 20		NO	
	Severity Level	0								
	Reaction Comment/lab. No									
			~							
			<u>~</u>							
	Underted Rec	I D Haashall								
	Updated Date/Time	15:59:41 10 Mar 2015								
		Close								
L				1						

- 6. Click Close.
- 7. 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.

	Alert Review Report
Report Name	Alert Review Report
Schedule Date	03 Apr 2012 112 Time 20:16:04 💆 🕂
Printer	
Number of Copies	1 💌
Re-schedule Type	
Re-schedule Until Date	Ŏ 112
Alert Type	Al
Alert Review Date Range	Ö [12]
	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