ADMIN Data Entry by using new form (V 7.2.6.1520)

This is a method of entering admin data to the Patient file in a structured format using the new Admin form

Enable this function by clicking the menu item Tools \rightarrow other \rightarrow and ticking the check box "edit all administrative data using a common dialogue"

Generally it is best to leave the second box un-ticked "store only identifiers in id transaction" because we recommend you put **all admin data** in the **"identification"** transaction



From now you have several possibilities You can edit the Admin data from any transaction



You can edit the Admin data from the patient selector or from the appointments.



You can combine the new "family circle" function to:

• Create a new patient of the same family. The administrative data will be partly filled in automatically with details from the existing patient file



• When creating the new patient you have immediate access to other family member's files.

The Administrative data entry form

Below is the form that appears when you add/edit admin data using the icon described above or when creating a new patient file

| Administrative Data | |
|---|---|
| Patient | Administrative Work Others Family circle |
| Patient | Patient category : |
| Surname: Test | GMS |
| Firstname : JOHN | GMS Number 7893456A <i>V</i> E |
| Sex : male born on : 13/06/1941 Entitled : Mr Age : 71 years | Review date: GMS number not found |
| Known as: | Distance code: |
| Address Main Street Locality Postal code: Malahide ▼ Co. Dublin Telecoms Phone : 014/56.12.34 Mobile : 087-2435612 ▼ Permission to use mobile phone Eax : 01-11223344 Email address : JohnT@Eircom.net | Doctor in charge: Dr. Rory O'Driscoll Numbers Family number: PPS number: Insurer: LAYA Health Care Insurance number: 7865754 Hospital number: Nationality: Irish Language: English Civil status: married Childs: 3 Mother: Father: Maiden name: |
| NEEDED MARK WITH RED FLAG | |
| | <u> </u> |

| Administrative Work | Others Fami | ly circle | Ay | dministrative | <u>₩</u> ork | Others | Family circle | | |
|---|--|-------------------------------|-------------------|---------------|---|----------|-----------------------------|--|------|
| Name → administrative inform → name of spouse → telephone mobile The "other" tab dis in your patient's fill the form. | Content a 087-2 plays the a e but not ye | dmin items a t an integral | Iready part of | Name | tact perso ily circle Gary t John t Maura S' Anthory 1 y circle | tab disp | Relat son wife son | Phone 820.; 826 1 820°1 family memb | eers |

Note: At the bottom of the "other" tab are some icons that allow you to configure the items that appear by default in the "other" tab.



Clicking on the red configuration icon allows you to create a list of items i.e. a sequence, to appear by default in the "other" tab for all patients.

Clicking on the Blue icon allows you to enter one or more items directly for this patient. These items can be edited directly from the list in the form

You can of course continue to add items directly to the Administrative transaction in the "old" way

Note:

- If you change for example the patient's address, Health one will ask you if you wish to change the address for all family members
- This is also true if you change the address directly from the patient file (without using the administrative form)