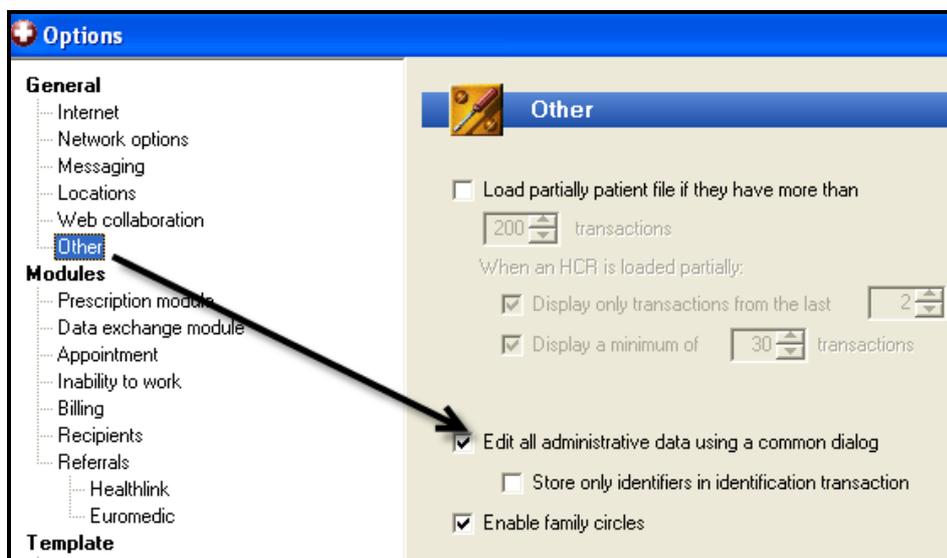


# ADMIN Data Entry by using new form (V 7.2.6.1520)

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 → other → 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

Name	Content
administrative informa...	
name of spouse	M-----
telephone mobile	087-2435612

The "other" tab displays the admin items already in your patient's file but not yet an integral part of the form.

Name	Relat...	Phone
Contact persons		
Family circle		
Gary ...	son	820-...
<b>John ...</b>		<b>820-...</b>
Maura ...	wife	
Anthony ...	son	820-...

The family circle tab displays all the family members

**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)