

Add/Edit Patient Demographics

These instructions detail how to add and edit patient demographics. *View-only accounts will not have access to this functionality.*

 Log into the system using your username and password. Using the navigation menu, click the Patient > Search/Add



2. Enter the search criteria for the patient. Click **Search** (or press Enter).

Patient Search	i i		Click here to use the 'advanced' search
First Name or Initial:		WIC ID:	
Last Name or Initial:		SIIS Patient ID / Bar Code:	
Birth Date:	mm/dd/yyyy	Chart Number:	
Family and Address Inform	ation:		
Guardian First Name:		Mother's Malden Name:	
Street:			
City:		State:	Select ·
Zip Code:		Phone Number:	
Country:	United States of America	X *	
Note: When searching by First and Check here if adding a new pat	Last Name, you may use the wildcard ient.	character % to replace multiple characters a	nd _ to replace a single character.
	men searching by Hirs and Lass Name, you may use the wilocard character to to replace multiple characters and _ to replace a single character and https://www.characters.com to replace a single character to to replace a single character to the character t	Clear Search	

3. The search results will be displayed. Select the patient from the list.

Records Found = 250			Search Criteria: Last Name (Exact)					
now 10 🗸 entries							Search:	
First Name	Middle Name	Last Name	¢	Birth Date	\$	City	\$ Grd First Name 🗢	Grd Last Name ¢
AB	A	SMITH						
ABIGAIL	E	SMITH						
ABIGAYLE	ELIZABETH	SMITH						
ADALINE	KAY-ROSE	SMITH				NEWNAN		
AILEEN	E	SMITH						
AIYANNA	EVERLEIGH	SMITH				CALHOUN		
ALEENA	M	SMITH						
ALEXANDER	EMMANUEL	SMITH				DECATUR		
ALEXANDER	G	SMITH						
ALEXANDER	JEROME	SMITH				AUGUSTA		
owing 1 to 10 of 250	entries							- Þ

4.Click **Edit** to open the Patient Demographic page.

Silo Patient ID			
Ordanization Own	er		
Facility Owner			
Entry Date	11/13/2023 05:01:25 PM	Last Update	12/03/2023 05:44:32 AM
Entered By		Last Updated By	277731
Patient Status			
State Level	Active	Organization Lev	el Inactive
County Level	Active (Fulton)		
Patient			
First Name	JAILYNN	Race	Black or African American
Middle Name	AMARE	Ethnicity	Not Hispanic or Latino
Last Name	SMITH	Language	
Cuffly			

5. Enter any patient demographic criteria that needs to be updated. The required fields are displayed in red.

Patient Status					
State Level	Active	Organization Level	Inactive	*	
County Level	Active	(Floyd)			
Patient			, ,		
First Name	TEST	Race	White ×		
Middle Name		Ethnicity	select	*	
Last Name	TWO	Language	select	~	
Suffix	none	×			
Birth Date	05/15/2022	Medicaid #			
Birth File #		Birth Order	Single Birth -		
Sex	MALE	 Nationality 	select	+	
Mother Maiden Name	HAWTHORE	Passport #			
VFC Status	select	✓ Visa #			
Military		Reminder/Recall Publicity Code	select	Ŧ	
Comments					
-Address					
Address 1]	
Address 2		City			
Country	United States of A	▼ State:select	 Zip Code: 		
County/Parish	select	 Email 			
Address Type	-select	▼ Valid? Pri	imary?	Add	
			_		

6. Click Save. The patient is then entered into the system and can be viewed by users with the appropriate access levels and permissions.

Note: Other menu options will be affected when navigating away from this page prior to either saving or cancelling pending edits to the patient demographics on this page.