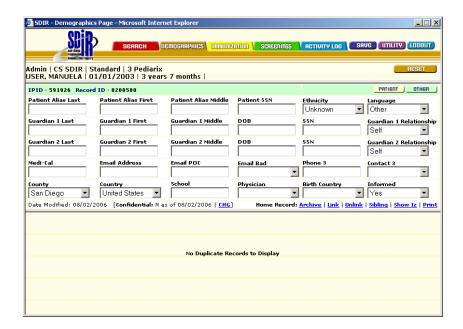
How to Enter Demographic Information

Each provider must create his or her own demographic record for each patient. This design is to protect the demographic records from being changed without permission.

- ① Click on the DEMOGRAPHICS Tab.
- ② Complete patient demographic information. Mandatory fields have asterisks (*) next to the field names (refer to the SDIR Data Entry Guidelines section of this manual)
- 3 Click "Other" to move to second screen.

SD 12 Figure 12	Standard 3 Pedia	овтовничного пини	NIZATION SCREENING	S RCTIVITY LOD SRI	UTILITY LOGOUT
	01/01/2003 3 ye				PATIENT DTHER
Last * USER Address /256 French lane	First * MANUELA Address 2 Apt#1234	Middle City San Diego	State	DOB * 01/01/2003 Zip 92210	Verify * Operator Bad Address
Phone 1 619-265-2626 Mother Last	Contact 1 Mother First	Phone 2 Mother Middle	Contact 2	Multiple Births Single SSN	Birth State Maiden Name
Med Record Date Modified: 98/0:	Facility Training Clinic 2/2006 [Confidential:	N as of 08/02/2006 CH	Reminder Yes ANGE] Home Recor	Status Active	VFC 1-CHDP/Medf-C Sibling Show Iz Price
		No Duplicate I	Records to Display		

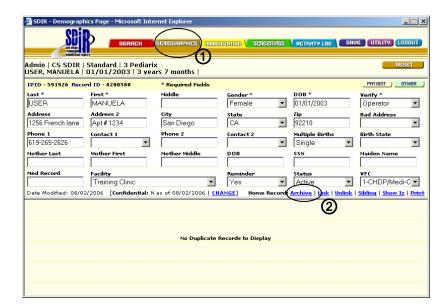
Complete additional information. It is important to complete as much additional information as possible as this is used to verify patients.



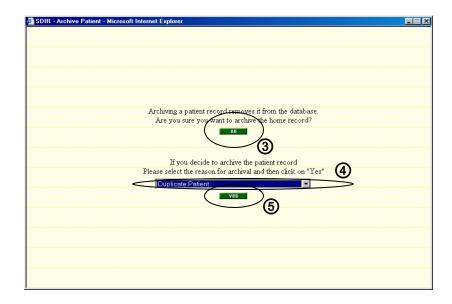
How to Archive a Patient Record

You will only be able to archive a duplicate home record.

- ☐ After you have clicked on the DEMOGRAPHICS tab,
- ☐ Click on "Archive" to remove the patient record from appearing in the database.



- 3 If you decide not to archive the patient, click on "No."
- 4 If you are certain you want to remove the patient from Appearing in the database, Select "Duplicate Patient"
- ⑤ Click "Yes"



How Do You Change the Confidentiality Status of the Patient?

MOGRAPHICS IMMUNIZATION SCREENINGS RETIVITY LOG SAVE UTILITY LO You can change the confidential-Admin | CS SDIR | Standard | 3 Pediarix USER, MANUELA | 01/01/2003 | 3 years 7 months | ity status of the patient in the IPID - 591926 Record ID - 8200580 PATIENT OTHER Last * USER DOB * □ 01/01/2003 DEMOGRAPHICS module by Verify * Operator Gender * Female MANUELA • clicking on "CHANGE" City San Diego 1256 French lane Apt#1234 -Multiple Bi Single Contact SSN Facility
Training Clinic Status
Active Yes ▼ 1-CHDP/Medi-C ▼ No Duplicate Records to Display

You will then need to confirm your decision to change the confidentiality status of the patient record.

Change Patient Confidential Status

Change Patient Confidential Status from Y to N?

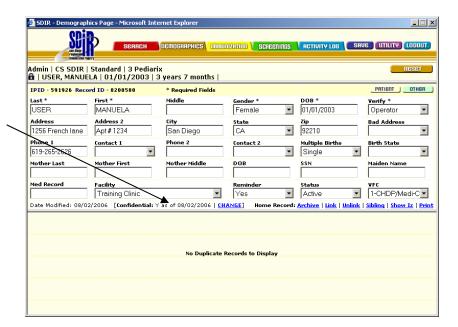
How Do You Change the Confidentiality Status of the Patient?

Patients/Parents/Guardian can request to have the record's confidentiality status changed at any time.

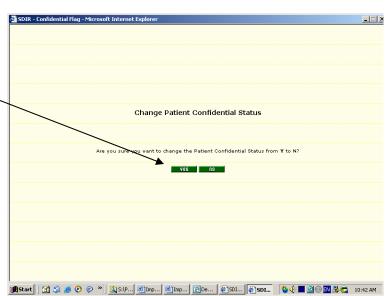
After you click "Yes" you will need to click "OK" stating you will file the Start/Stop Sharing Request form.



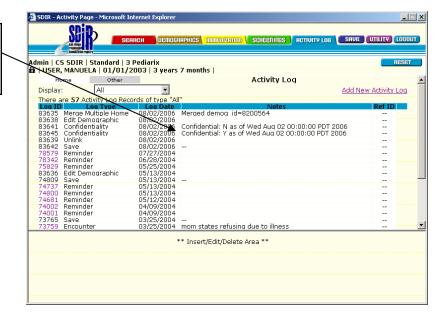
The change will be noted in the DEMOGRAPHIC module



You will be alerted that you are going to change the patient's confidentiality status. Click "Yes" to continue.



The change will also be noted in the ACTIVITY LOG



There is no longer a padlock appearing next to the patient's name. The record will be available for other authorized SDIR users to view.

