

# Adding Missing Information

## ADD IN CLINICAL SYSTEM

An option is available for each missing demographic item. By clicking on this option it will open the patient's demographic tab in the GP Clinical Software, in this example Best Practice.

**Edit patient**

Title: Mrs. (dropdown)

Family name: Costello

Given name: Kathleen

Middle name:

Preferred name: Kathleen

Date of Birth: 3/11/1962 (dropdown) Age: 51 yrs

Sex: Female (dropdown)

Ethnicity: (dropdown, highlighted with red box)

Address Line 1: 36 Reed Street

Address Line 2:

City/Suburb: Bendigo Postcode: 3552

Postal Address:

City/Suburb: Postcode:

Home phone: 03 12345678 Work phone:

Mobile phone: Contact via: (dropdown)

Consent to SMS reminder

Email:

General notes:

Appointment notes:

Update address of all family members  
 Update address of all currently at original address

Health Identifier:

HI Status: (dropdown)

Medicare No.: 3500158281 IRN: 2 Expiry: 10/05

Pension/HCC No.: Expiry:  1/09/2014 (dropdown)

Pension card type: (dropdown)

DVA No.: (dropdown) Conditions

Safety Net No.:

Record No.: 789462 Patient ID: 16

Usual doctor: Dr. Ivor Cure (dropdown)

Deny access to other users

Usual account: Schedule fee (dropdown)

Health Ins. Fund: (...)

Health Ins. No.: Expiry:  1/09/2014 (dropdown)

Religion:

Head of family: Terrance Costello (Set)

Next of kin: (Set)

Emergency contact: (Set)

Occupation: (Set)

Registered for CTG PBS Co-payment relief  
 Inactive  Deceased

Date of death:  1/09/2014 (dropdown) Cause

Referral details Bank account Medicare/DVA eligibility check

Save Cancel

\* These name fields are used for Health Identifier lookups.

Image 5: Best Practice Edit Patient Screen