

# Demographic tab

This tab displays any missing and completed items from the patients record related to their demographic information in their patient record in the GP application. Items that require actions are displayed on top and completed items at the bottom of the screen. Both can be hidden or displayed by clicking the hide/display link.

The items checked are:

- Address
- Contact (phone)
- Date of Birth
- Emergency Contact
- Ethnicity
- First Name
- Gender
- Last Name
- Medicare Number
- Next of Kin
- Postcode
- Suburb
- Private Health Insurance
- Email address
- Mobile phone number

Green ticks indicate complete records and the red X indicates missing or incomplete data. The patient's consultation time is also listed. In our example we have four patients with missing demographic information – as displayed below:

Waiting RoomDemographicClinicalFilters

Action Required

Patients in waiting area with missing demographic data.

Name	Notifications	Status	Provider	Time	
One Accept	2	X	Dr. A. Practitioner	4:00 pm	⌵
Mr David Anderson	3	X	Dr. A. Practitioner	4:00 pm	⌵
Stephen Baker	7	X	Mr New Provider	4:00 pm	⌵
Mr John Citizen	6	X	Mr New Provider	4:00 pm	⌵

Clicking on the details.



icon on the right side will display the details of missing or incomplete information. Clicking on



will close the

This app is designed to be used by a receptionist and other non-clinical staff members as well as by the clinical staff members. By default non clinical users don't have access to the patient record in the GP application and therefore can't directly open the patient's record from this screen.

Waiting Room

Demographic

Clinical

Filters

Action Required

Patients in waiting area with missing demographic data.

Name	Notifications	Status	Provider	Time
Mr David Anderson	3		Dr. A. Practitioner	4:00 pm

Action Required

Patient demographic data status is shown as follows:

Item	Status	Add to CIS	Defer
Email Address			
Next of Kin			
Emergency Contact			

Completed

Following patient demographic data is completed:

Item	Status	Value
Last Name		Anderson
First Name		David
Mobile Phone		0422964125
Date of birth		04 Jan 1955
Gender		Male
Address		61 Wallace St
Suburb		Melbourne
Postcode		3000
Contact		Work Phone: 45674567, Mobile: 0422964125
Medicare Number		4133400271
Ethnicity		Not ATSI

Prompts can be deferred on the Waiting list app in the same way as in the Data Cleansing app. Please check here for details: [Demographic Tab Cleansing App](#)