

Change Family Address and Phone Number

Last Modified on 09/15/2022 8:08 am EDT

Version 20.17

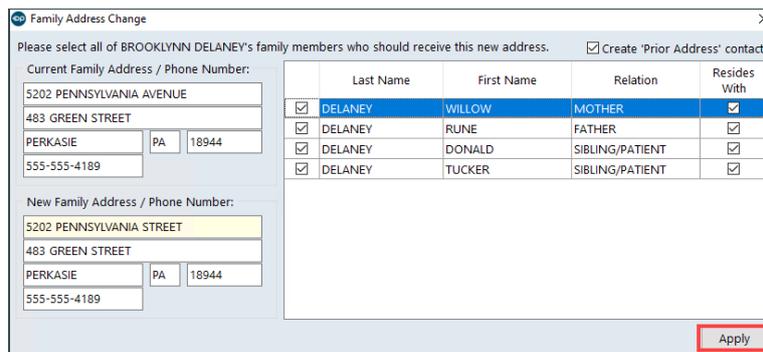
Path: Clinical, Practice Management, Billing tab > Patient Chart button > Basic Information

About

Edits made to the Patient's Primary phone number and/or Primary address are tracked in the Family Contacts section of the Patient Chart.

Change Primary Address

1. Navigate to the patient's Demographics by following the path above.
2. In the **Primary address** field, update the patient's primary address.
3. Click the **Save** button to save your changes. If there are siblings linked to the patient, the Family Address Change window is displayed with a list of the siblings.
4. Click the **Apply** button to accept the changes.



Family Address Change

Please select all of BROOKLYNN DELANEY's family members who should receive this new address. Create 'Prior Address' contact

Current Family Address / Phone Number:
 5202 PENNSYLVANIA AVENUE
 483 GREEN STREET
 PERKASIE PA 18944
 555-555-4189

New Family Address / Phone Number:
 5202 PENNSYLVANIA STREET
 483 GREEN STREET
 PERKASIE PA 18944
 555-555-4189

	Last Name	First Name	Relation	Resides With
<input checked="" type="checkbox"/>	DELANEY	WILLOW	MOTHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	RUNE	FATHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	DONALD	SIBLING/PATIENT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	TUCKER	SIBLING/PATIENT	<input checked="" type="checkbox"/>

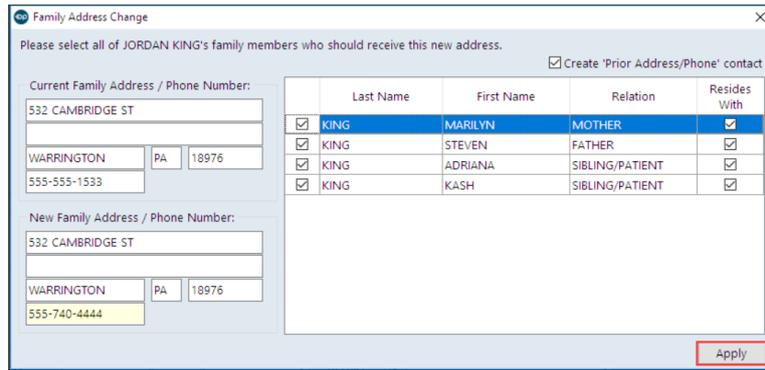
Apply

5. Click the **Family Contacts** tab and you'll see a new entry labeled **address change**. When selected, you'll see the old address details listed in the grid. The new address will be associated with the contacts.

Family Contacts									
#	Δ	Name	Role/Reason	Authority	Res?	Start Date	End Date	Portal	
1		MARIE HERTZ	Mother	Joint	<input type="checkbox"/>			None	
2		address change	Prior Address		<input checked="" type="checkbox"/>		8/18/2022 4:14:28 PM	None	

Change Primary Phone Number

1. Navigate to the patient's Demographics: **Clinical, Practice Management, Billing tab > Patient Chart button > Basic Information**.
2. In the **Primary phone** field, update the patient's primary phone number.
3. Click the **Save** button to save your changes. If there are siblings linked to the patient, the Family Address Change window is displayed with a list of the siblings.
4. Click the **Apply** button to accept the changes.



Family Address Change

Please select all of JORDAN KING's family members who should receive this new address. Create 'Prior Address/Phone' contact

Current Family Address / Phone Number:
 532 CAMBRIDGE ST
 WARRINGTON PA 18976
 555-555-1533

New Family Address / Phone Number:
 532 CAMBRIDGE ST
 WARRINGTON PA 18976
 555-740-4444

	Last Name	First Name	Relation	Resides With
<input checked="" type="checkbox"/>	KING	MARILYN	MOTHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	KING	STEVEN	FATHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	KING	ADRIANA	SIBLING/PATIENT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	KING	KASH	SIBLING/PATIENT	<input checked="" type="checkbox"/>

Apply

5. Click the **Family Contacts** tab and you'll see a new entry labeled **phone change**. When selected, you'll see the old primary phone number listed in the grid. The new phone number will be associated with the contacts.

#	Name	Role/Reason	Authority	Res?	Start Date	End Date	Portal
1	MARIE HERTZ	Mother	Joint	<input type="checkbox"/>			None
2	address change	Prior Address		<input type="checkbox"/>		8/18/2022 4:14:28 PM	None
3	phone change	Prior Phone		<input type="checkbox"/>		8/18/2022 4:21:09 PM	None

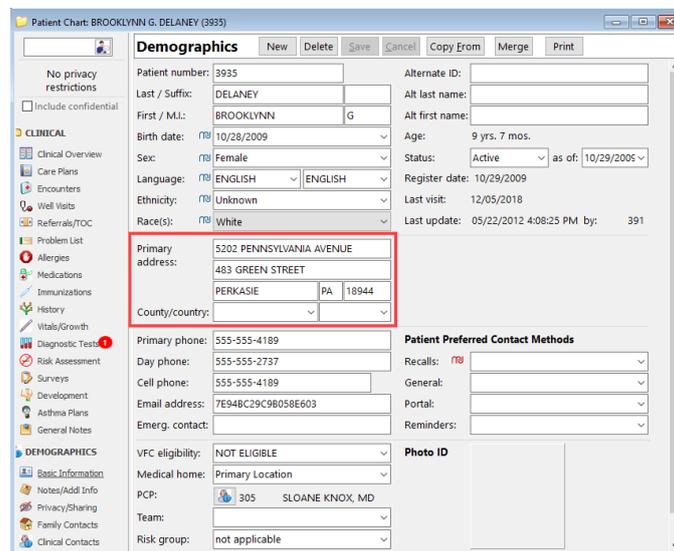
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Overview

Follow the instructions below to update the patient's address.

1. Select Basic Information in the patient's chart by following the path above.
2. Update the patient's primary address.



Patient Chart: BROOKLYNN G. DELANEY (3935)

Demographics

Patient number: 3935
 Last / Suffix: DELANEY
 First / M.I.: BROOKLYNN G
 Birth date: 10/28/2009
 Sex: Female
 Language: ENGLISH
 Ethnicity: Unknown
 Race(s): White

Alternate ID:
 Alt last name:
 Alt first name:
 Age: 9 yrs. 7 mos.
 Status: Active as of: 10/29/2005
 Register date: 10/29/2009
 Last visit: 12/05/2018
 Last update: 05/22/2012 4:08:25 PM by: 391

Primary address:
 5202 PENNSYLVANIA AVENUE
 483 GREEN STREET
 PERKASIE PA 18944
 County/country:

Primary phone: 555-555-4189
 Day phone: 555-555-2737
 Cell phone: 555-555-4189
 Email address: 7E94BC29C9B058E603
 Emerg. contact:

VFC eligibility: NOT ELIGIBLE
 Medical home: Primary Location
 PCP: 305 SLOANE KNOX, MD
 Team:
 Risk group: not applicable

Patient Preferred Contact Methods
 Recalls:
 General:
 Portal:
 Reminders:

Photo ID

3. Click the **Save** button to save your changes.

If there are siblings linked to the patient, the Family Address Change pop-up box with a list of the siblings.

Family Address Change

Please select all of BROOKLYNN DELANEY's family members who should receive this new address. Create 'Prior Address' contact

Current Family Address / Phone Number:
 5202 PENNSYLVANIA AVENUE
 483 GREEN STREET
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 555-555-4189

New Family Address / Phone Number:
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	Last Name	First Name	Relation	Resides With
<input checked="" type="checkbox"/>	DELANEY	WILLOW	MOTHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	RUNE	FATHER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	DONALD	SIBLING/PATIENT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DELANEY	TUCKER	SIBLING/PATIENT	<input checked="" type="checkbox"/>

Apply

4. Click on the **Family Contacts** tab and you will see a new entry called address change. This will contain the old address. The new address will be associated with the contacts.

Patient Chart: BROOKLYNN G. DELANEY (9395)

Family Contacts Add Remove Inactivate

#	Name	Role/Reason	Authority	Res?	Start Date	End Date	Portal
2	RUNE DELANEY	Father	Joint	<input checked="" type="checkbox"/>			Minor
3	OAKLEY JOYCE	Prior Address		<input type="checkbox"/>			None
4	OAKLEY JOYCE	Prior Address		<input type="checkbox"/>			None
5	OAKLEY JOYCE	Prior Address		<input type="checkbox"/>	7/18/2013 3:58:37		None
6	address change	Prior Address		<input type="checkbox"/>	6/12/2019 2:49:22		None

Fix Sort #

Last name: DELANEY SSN:
 First name: WILLOW Employer:
 Middle Name: Occupation:
 Nickname: OAKLEY Notes:
 Birth date:
 Language:
 Address: 5202 PENNSYLVANIA STREET
 483 GREEN STREET
 PERKASIE PA 18944
 Country:
 Primary phone: 555-555-4189
 Work phone: 555-555-8518
 Cell phone: 555-555-0684
 Fax: 555-555-0704
 Home email: 7E94BC29C98058E603
 Work email:

Preferred Contact Methods
 Recalls: Home Email
 General: Home Email
 Portal: Home Email
 Reminders: Home Email

Save Cancel