

Patient Chart: Demographics

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Version 20.18



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

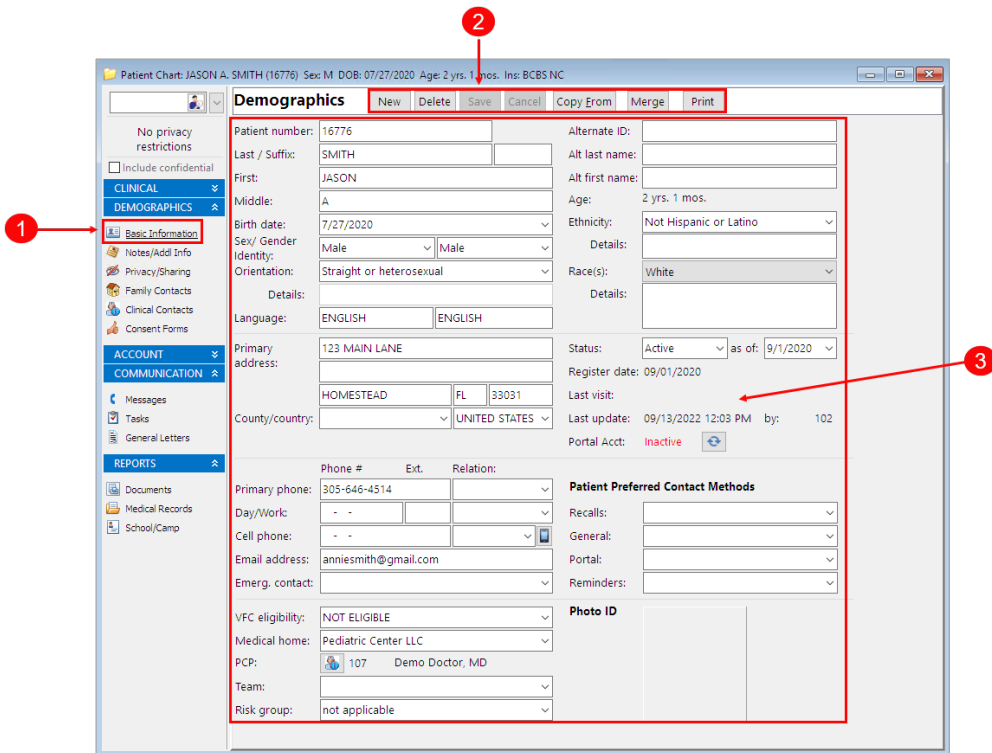
About Patient Chart: Demographics

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

The patient's Demographics window contains the patient's name, address, phone number, and other basic information. Information can be entered and edited in this window.



Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Patient Chart: Demographics Map

Number	Section	Description
1	Basic Information button	The Basic Information button accesses the Demographics window in the patient's chart.

2	Function buttons	<p>The standard function buttons are used to add a patient record, delete a record, save an edit, cancel an edit, and print a record. Additional buttons are available:</p> <ul style="list-style-type: none"> • Copy From: The Copy From button incorporates information from a sibling patient that is already in the system. It opens the Patient Directory and displays a potential list of a patient's siblings based on the last name. • Merge: The Merge button merges two patients together. All patient data (except contacts, register, history, and newborn history information) is copied from the current patient to another selected chart. The current patient is marked as merged and should not be edited.
3	Patient Demographics	<p>The patient Demographics information includes basic demographics, Medical Home and PCP assignment, patient chart number and last visit status, preferred contact methods, and a patient photo. The patient's Portal Acct status is also displayed when the practice is using the Patient Portal.</p> <p>Note: 'Other, please specify' must be selected in the Orientation field in order to enable input into the Details field.</p>

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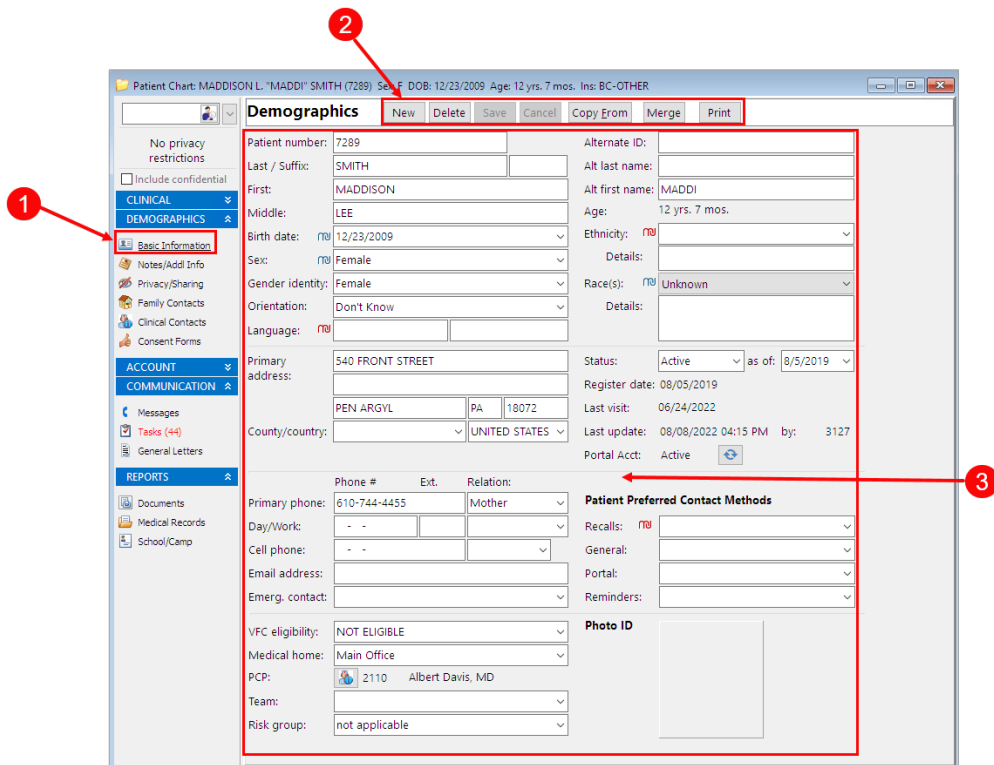
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