

OP Patient Portal Data Integrity: Family Contact Information- Resource Diagram

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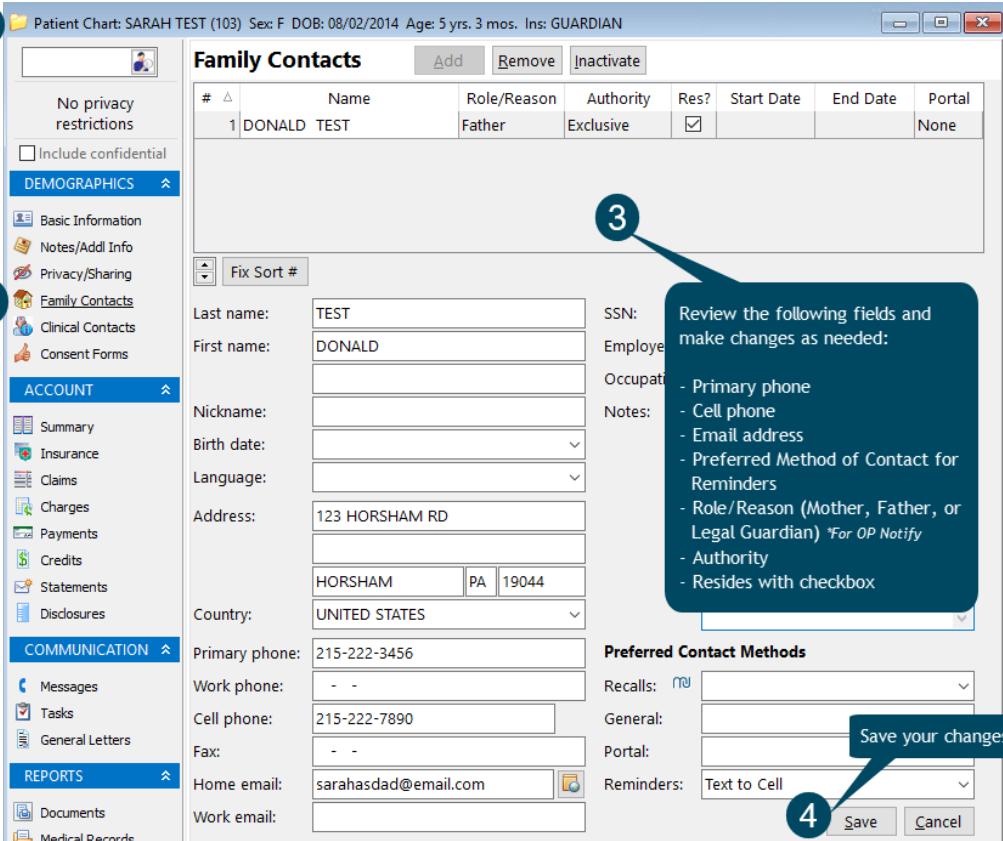


OP sets **all defaults to share all information** Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Family Contacts

In order for a contact's info to flow to IntelliChart, the following fields should be reviewed:

- Primary phone
- Cell phone
- Email address
- Preferred Method of Contact for Reminders
- Role/Reason (Mother, Father, or Legal Guardian) **For OP Notify*
- Authority
- Resides with checkbox



1 Navigate to the patient chart.

2 Click **Family Contacts**.

3 Review the following fields and make changes as needed:

- Primary phone
- Cell phone
- Email address
- Preferred Method of Contact for Reminders
- Role/Reason (Mother, Father, or Legal Guardian) **For OP Notify*
- Authority
- Resides with checkbox

4 Save your changes.

The screenshot shows the 'Family Contacts' form for a patient named SARAH TEST. The form includes a table of contacts, a 'Fix Sort #' button, and various input fields for personal and contact information. The 'Preferred Contact Methods' section includes dropdown menus for 'Recalls', 'General', 'Portal', and 'Reminders'. The 'Save' and 'Cancel' buttons are at the bottom right.