

Points to Remember

Personal Information

*All clients require at least minimum 5 client identifiers: ITEMS WITH A * ARE REQUIRED

- Last Name*
- First Name*
- Date of Birth*
- Gender*

Additional demographics e.g. address, phone number, additional ID's such as Medical Record number, etc. Additional identifiers should be entered with no spaces between the alphanumeric data. The Identifier Type "Citizen/Immigration Identification Number" can be selected for passport or immigration number.

*Only Manitoba issued health card number is entered in the Health Card Province and Health Card Number field.

* **Client Personal Information:** Last Name, First Name, Gender, DOB must be updated/modified/changed by the client. The client will need to contact MB Health Client Registry at 786-7101 in Winnipeg or toll free at 1-800-392-1207, 8:30am to 430pm Monday thru Friday

OR

- * Gov.mb.ca/health/ > Right hand navigation > Register for a Health Card | Update Your Health Card > eNotice of Change
- * DO NOT update/modify/delete the Health Card Number (PHIN)

* Alternate Name will be visible at the client level on the client header when set as 'preferred'.



Client Records: Update Health Region Organization Page 2

ealth Region Organization:						
Update Delete					Add	Scroll to <i>Health</i>
🖺 🛛 Health Regi	🖺 Health Region Organization 🗢		Effective From 💌		Effective To 🗘	
Southern Health - Sante Sud		2022 Jul 18				
Search and select client Click Update OR If client is in context	The <i>Client</i> <i>Demographics</i> <i>-Personal</i> <i>Information</i> page displays	Select radio button beside the <i>Health</i> <i>Region</i> <i>Organization</i> to be updated	► Click <i>Update</i> and enter the <i>Effective To</i> Date	Click Apply	Click Add	◆ Start typing the nam of the <i>Health</i> <i>Region</i> <i>Organization</i> to b added
LHN > Subject > Client Details > <i>Client</i> <i>Demographics</i>			Click Save	Click Apply	The <i>Effective From</i> date is defaulted to the current date	Select the appropria Health Region Organization the drop list



Client Records: Ethnicity Information Page 3

2023-03-07 v2

Manitoba



Client Records: Telephone Number Page 4

QRC



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Client Records:

Update Address

Page 5

QRC



Footnotes:

1

Active addresses are addresses that do not have an Effective To date specified There should only be one active MHSU address at a time. Ensure that all MHSU addresses that are no longer applicable have an Effective To date (to mark the 2 address inactive).





Select MHSU from

Address Type drop

list

Points to Remember:

Page 5

Do **NOT** update, delete or change the Official Registry address.

match the most recent

Official Registry

address?

No-

Click Add,

a modal opens

- You MUST enter a postal code with an address. Consult www.canadapost.ca to search postal codes. If the address is a landmark (such as a park or bridge), search • for an address close to the landmark and use that postal code. If the address is a facility, search for the facility street address (if not noted on the form) and enter it.
- Active addresses are addresses that do not have an *Effective To* date specified. ٠
- There should only be one active MHSU address at a time. Ensure that all MHSU addresses that are no longer applicable have an Effective To date (to mark the address inactive)



Click Apply

Click Save

Enter the current date

in the Effective To

date field

'Client was

successfully

updated."

message displays

Enter full address

including postal code

Refer Investigation

information to the active

MHSU address



2023-03-07 v2



Client Records: Additional Identifiers

Page 8

ODC

Add Additiona	Identifier		Annty	eset
* Identifier Type:	Mentiner	* Identifier:	Abbit 1	
Citizen/Immigrati	on Identification Number	-		
Effective From:	To:			
yyyymmiad	yyyymmiad			
				Apply Rese
			* Identifier Type:	
Scroll to the			Citizen/Immigration Identification Number	
Additional				
expand				
<chevron>></chevron>			Alberta Personal Health Number	
			British Columbia Personal Health Number	
Y			Cadnam Labs Internal Client Identifier	
			Canadian Forces Health Care Number	
rch and select			Citizen/Immigration Identification Number	
client			Corrections Canada Health Card Number	
lick Update				
	Demographics			
OR	-Personal	Select appropriate	Repeat for all non-	
	Information Click Add	Identifier Type from the drop list	Mantioba health card	
<u>client is</u>	page displays		numbers	
LUIILEXL				
		Y		
I > Subject >		Enter the appropriate		
ent Details >		Identifier number Select t	he appropriate Click Apply	Click Save
Client		capitalizing all letters		
moaranhice				

Client Records:

Languages

Page 9



Client Records: Email Addresses Page 10







Client Records:

2023-03-07 v2

Online Names

Page 11

