



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 4:30pm 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'.



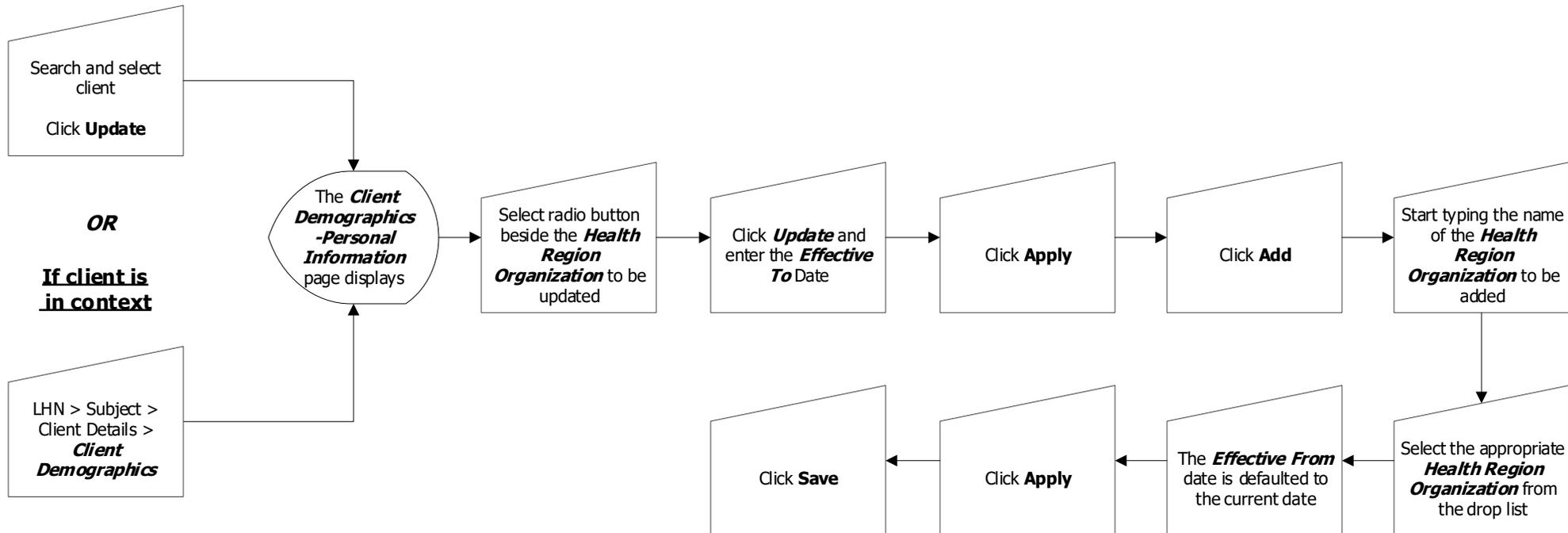
Client Records: Update Health Region Organization

QRC

Health Region Organization:

Update			Delete			Add		
<input type="checkbox"/>		Health Region Organization	Effective From	Effective To				
<input type="checkbox"/>		Southern Health - Sante Sud	2022 Jul 18					

Scroll to **Health Region Organization** section





Client Records: Ethnicity Information

Page 3

QRC

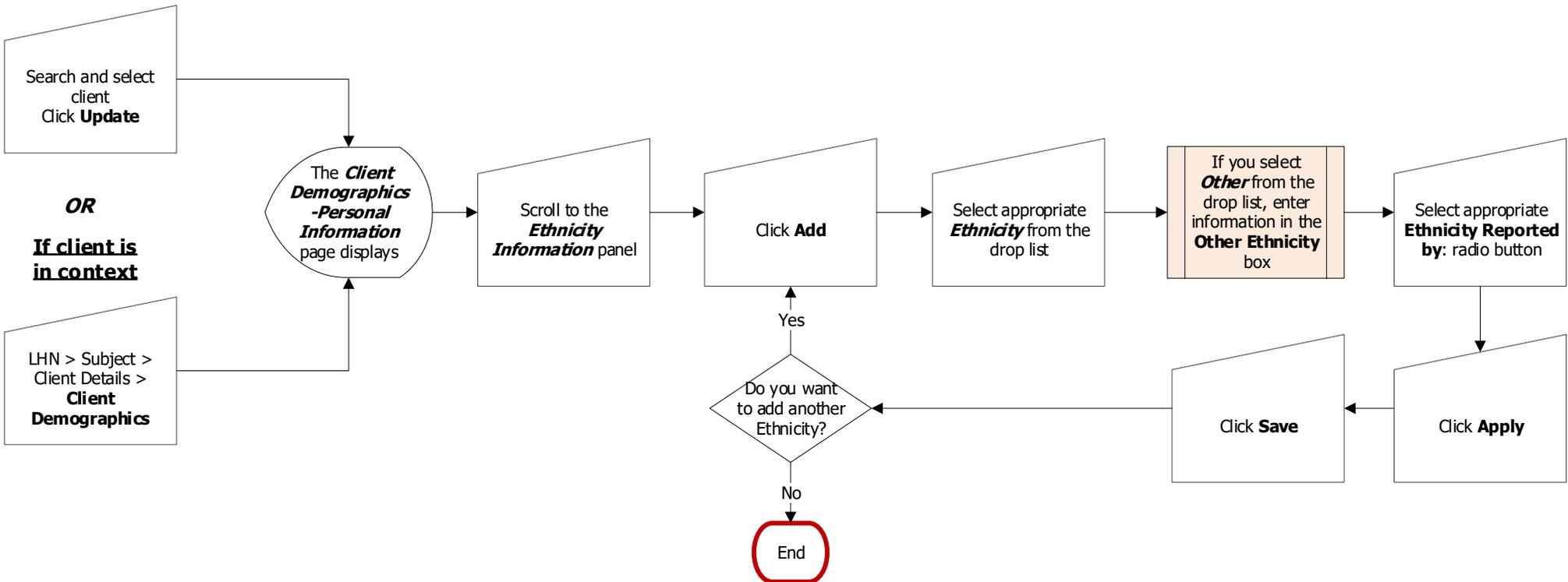
Ethnicity Information

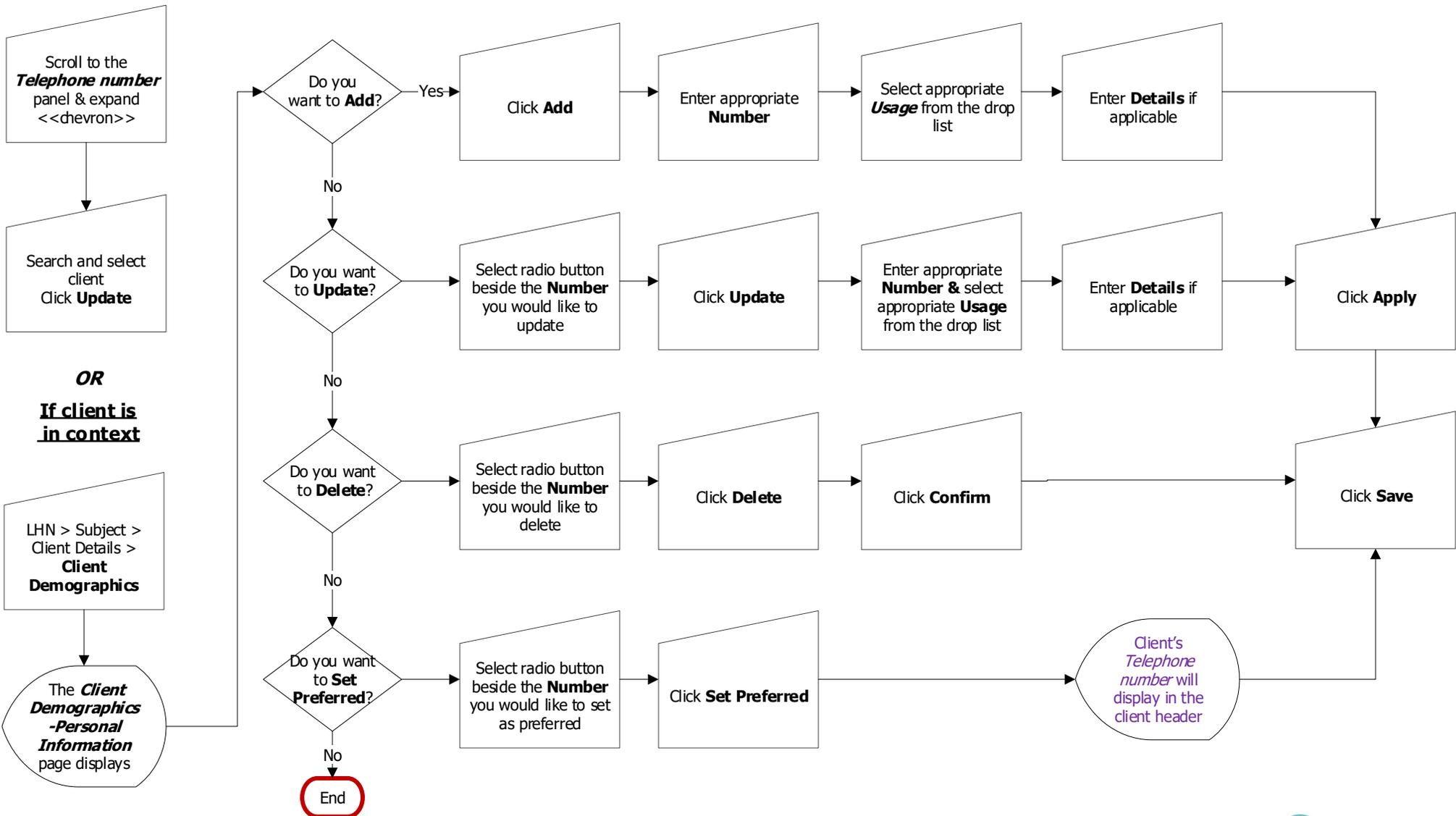
Add Ethnicity Apply Reset Print Close

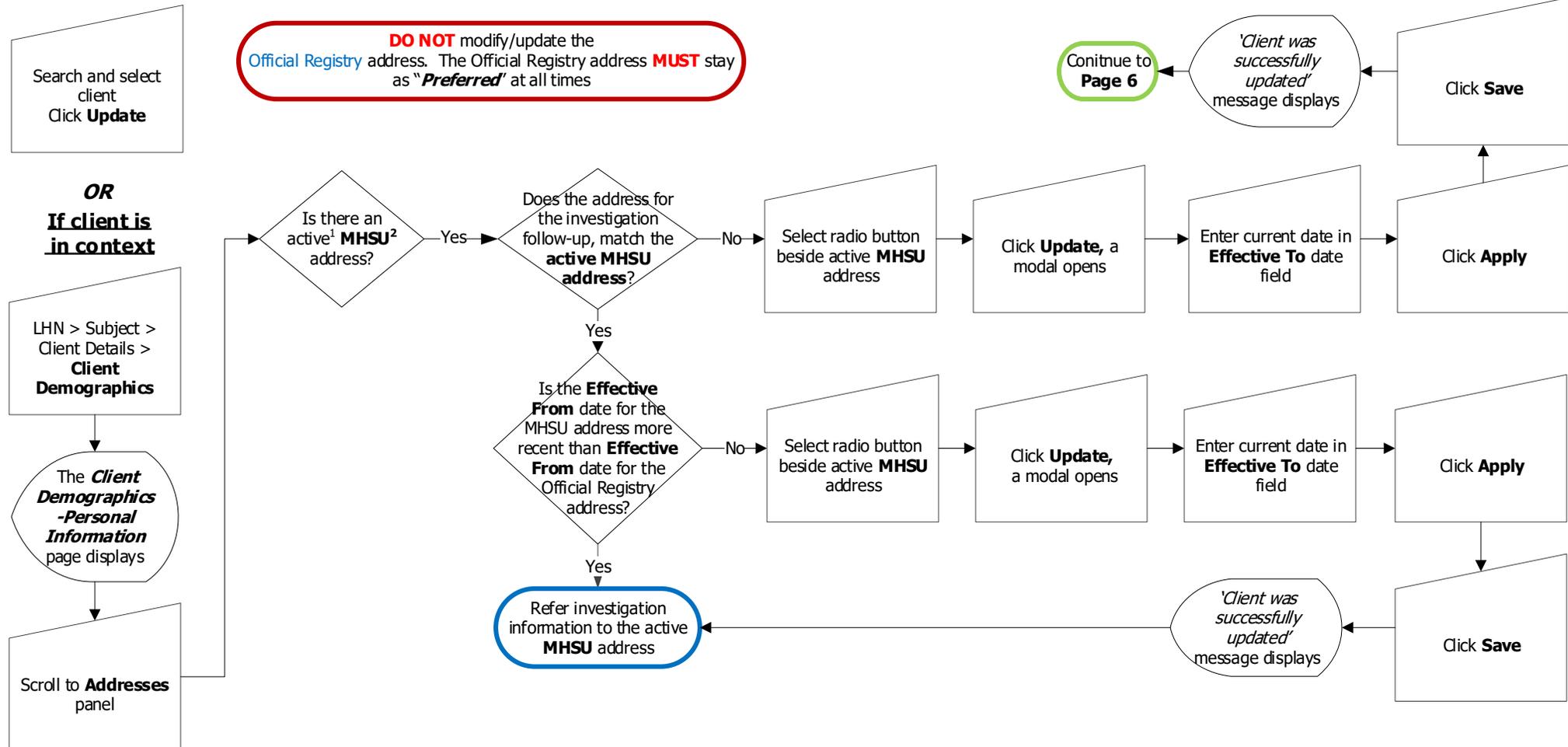
* Ethnicity:
 Other Ethnicity:
 * Ethnicity Reported by: Other Self

Apply Reset

Scroll to the **Ethnicity Information** panel & expand the chevron





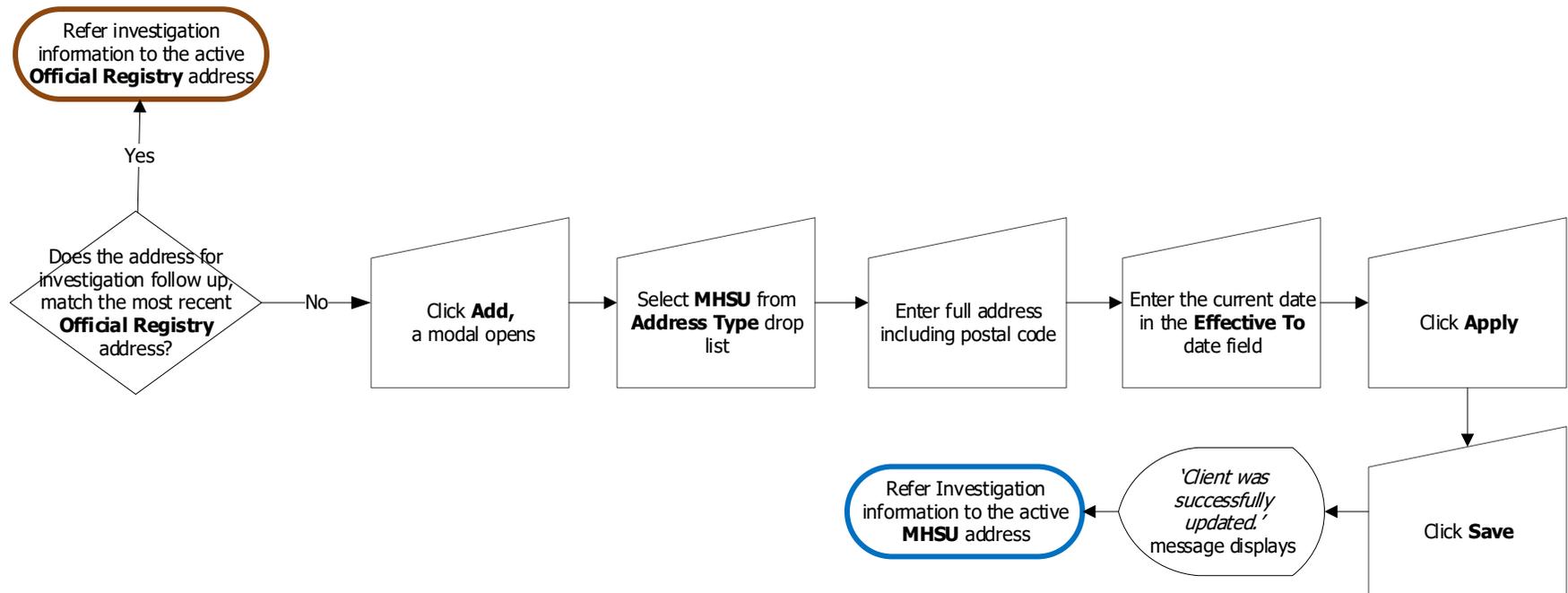


Footnotes:

- 1 Active addresses are addresses that do not have an Effective To date specified
- 2 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).

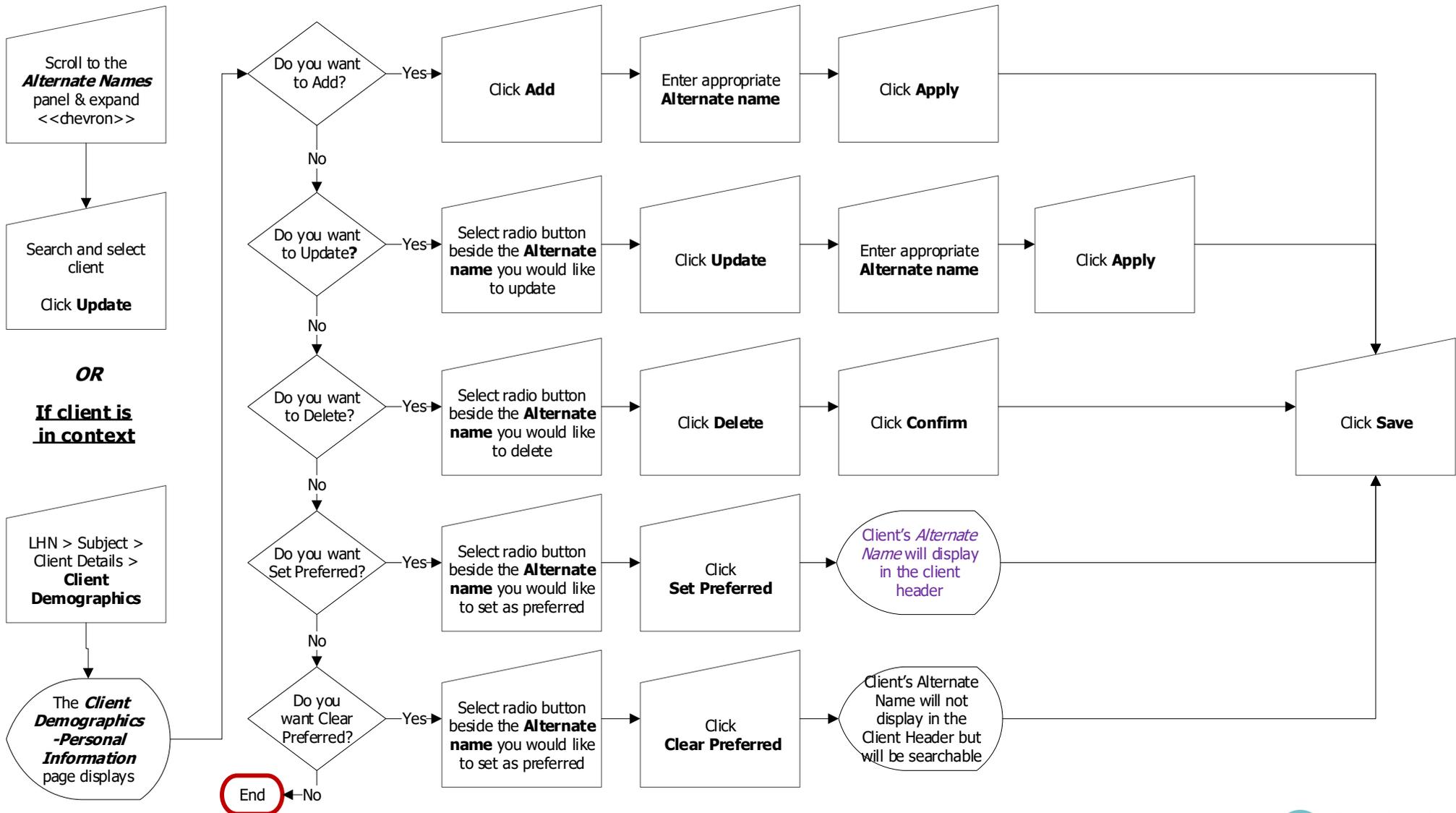


Continue from
Page 5



Points to Remember:

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





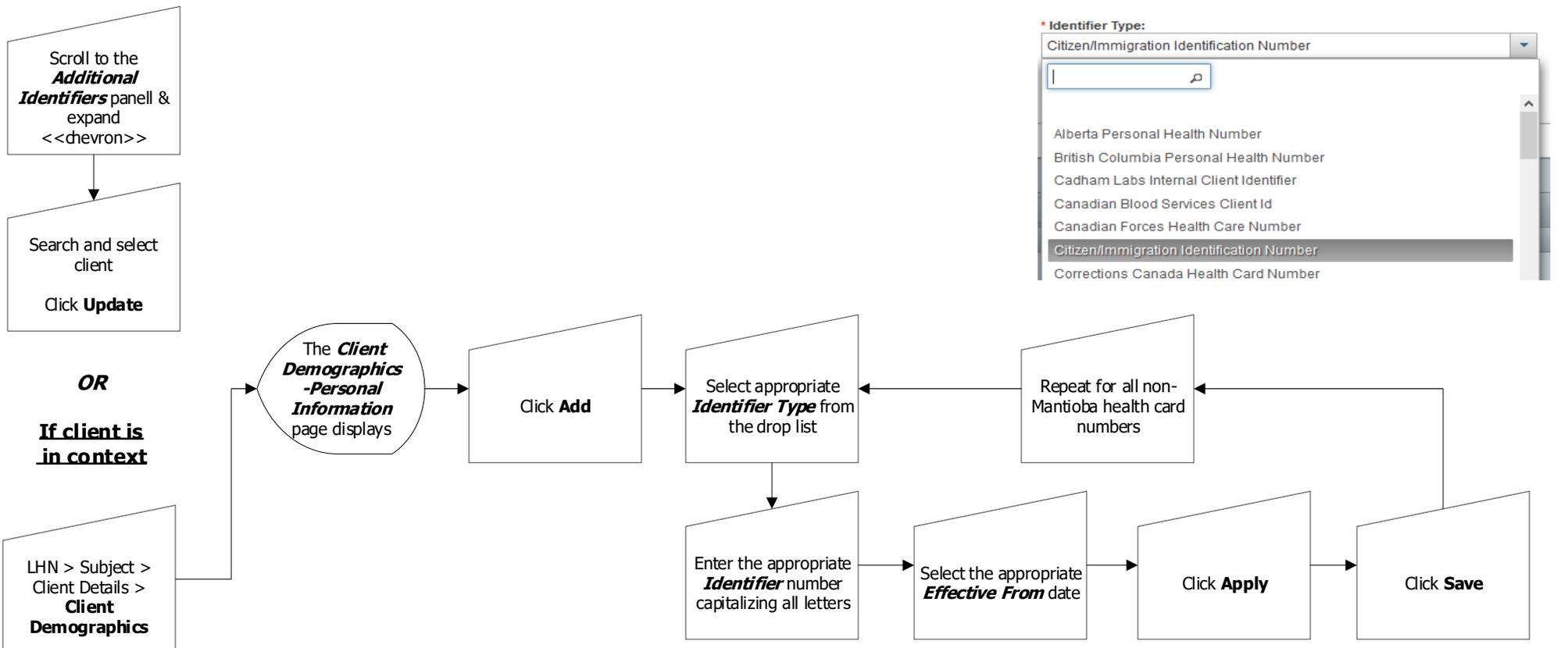
Additional Identifiers

Add Additional Identifier [Apply] [Reset] [Print] [Close]

* Identifier Type: Citizen/Immigration Identification Number * Identifier:

Effective From: yyyy/mm/dd [Calendar] To: yyyy/mm/dd [Calendar]

[Apply] [Reset]



* Identifier Type:

- Citizen/Immigration Identification Number
- Alberta Personal Health Number
- British Columbia Personal Health Number
- Cadham Labs Internal Client Identifier
- Canadian Blood Services Client Id
- Canadian Forces Health Care Number
- Citizen/Immigration Identification Number**
- Corrections Canada Health Card Number

