



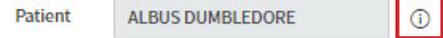
# Quick Reference Guide

## Updating a Patient Profile

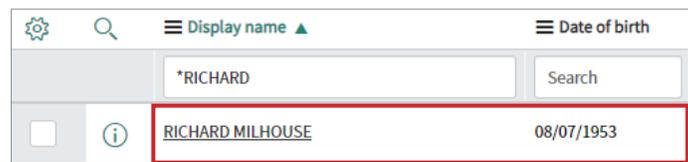
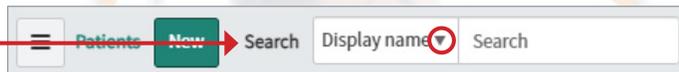
1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.



- **Alternatively**, you can access the patient profile via a NEPT Trip or NEPT Request by selecting the 'Preview this record' button and opening the record next to the patient name.



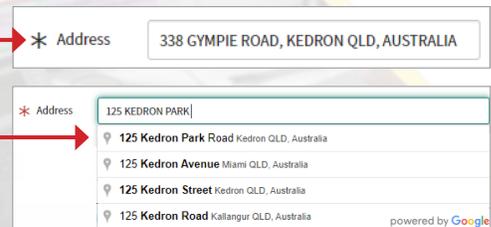
2. Ensure the global search drop down at the top of the Patients page is set to 'Display name'.



3. Search for and select the patients name who's details need to be updated. **Remember**, check the date of birth matches

## Update Patient Address

1. Highlight the address currently within the 'Address' data field and delete.
2. Commence typing the new patient address, and as the Google Mapping suggestions appear, select the correct address.
3. Review the populated address details within the 'Residential address' tab located directly below the address data field. If required, enter the appropriate 'Apartment' number / 'Building' level / 'Location Name'.



4. Select the address confirmation box to confirm the information is correct.
5. Select the 'Update' button to save the changes.

Residential address Activity

Please review and correct any errors with this address in the fields below

Apartment

Building

Location Name

\* Street address 125 Kedron Park Road

\* Suburb Kedron

Local Government Area Brisbane

\* State QLD

\* Post code 4031

\* Please confirm the address fields are populated correctly

Update

## Update Patient Phone Number and Notification Preference

1. Highlight the phone number currently within the 'Contact number' data field and delete, and enter the new Contact number.
2. To add or update a notification preference, choose the 'Type of Notification' from the drop down menu.
3. If the preference is:
  - a) Email enter an 'Email' address.
  - b) SMS enter a 'Mobile number'.
4. Select 'Update' to save the changes.

\* Contact number 321456987

Type of Notification Email

\* Email

\* Mobile number

Update