

How to Enter Demographic Information

Each provider must create his or her own demographic record for each patient. This design is to protect the demographic records from being changed without permission.

① Click on the DEMOGRAPHICS Tab.

② Complete patient demographic information. Mandatory fields have asterisks (*) next to the field names (refer to the SDIR Data Entry Guidelines section of this manual)

③ Click “Other” to move to second screen.

The screenshot shows the 'SDIR - Demographics Page' in a Microsoft Internet Explorer browser. The 'DEMOGRAPHICS' tab is selected and circled with a '1'. The user is logged in as 'Admin | CS SDIR | Standard | 3 Pediatric USER, MANUELA | 01/01/2003 | 3 years 7 months'. The form contains various fields for patient information, including Last, First, Middle, Gender, DOB, Address, City, State, Zip, Phone, Contact, Mother, and Facility. A circled '2' is placed over the 'Other' button at the bottom right. A circled '3' is placed over the 'Verify' dropdown menu.

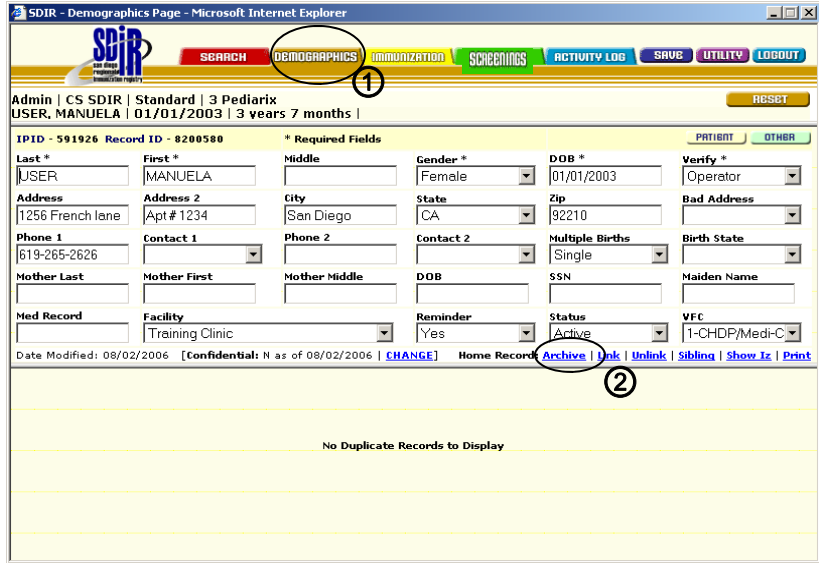
Complete additional information. It is important to complete as much additional information as possible as this is used to verify patients.

The screenshot shows the second screen of the 'SDIR - Demographics Page' for the same patient. It contains additional fields for 'Patient Alias Last', 'Patient Alias First', 'Patient Alias Middle', 'Patient SSN', 'Ethnicity', 'Language', 'Guardian 1 Last', 'Guardian 1 First', 'Guardian 1 Middle', 'DOB', 'SSN', 'Guardian 1 Relationship', 'Guardian 2 Last', 'Guardian 2 First', 'Guardian 2 Middle', 'DOB', 'SSN', 'Guardian 2 Relationship', 'Medi-Cal', 'Email Address', 'Email POC', 'Email Bad', 'Phone 3', 'Contact 3', 'County', 'Country', 'School', 'Physician', 'Birth Country', and 'Informed'. The 'Other' button is no longer visible.

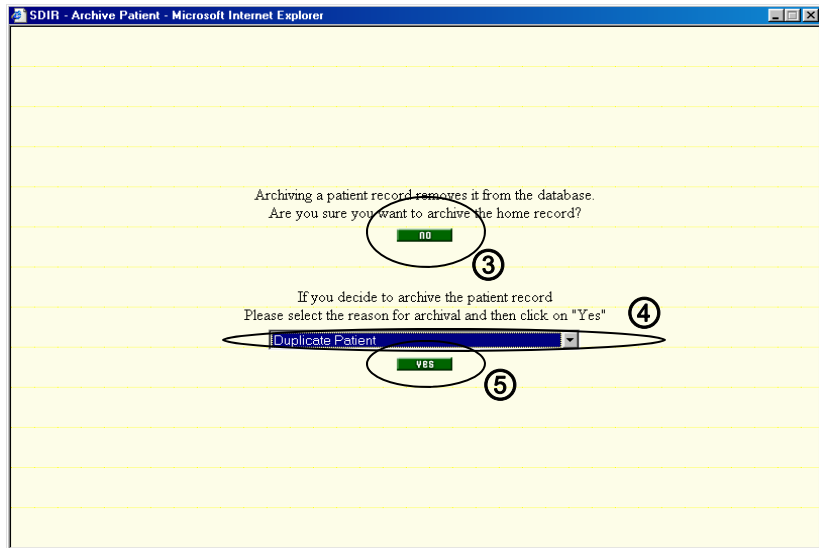
How to Archive a Patient Record

You will only be able to archive a duplicate home record.

- After you have clicked on the DEMOGRAPHICS tab,
- Click on “Archive” to remove the patient record from appearing in the database.



- ③ If you decide not to archive the patient, click on “No.”
- ④ If you are certain you want to remove the patient from Appearing in the database, Select “Duplicate Patient”
- ⑤ Click “Yes”



How Do You Change the Confidentiality Status of the Patient?

You can change the confidentiality status of the patient in the DEMOGRAPHICS module by clicking on “CHANGE”

SDIR - Demographics Page - Microsoft Internet Explorer

SEARCH DEMOGRAPHICS IMMUNIZATION SCREENINGS ACTIVITY LOG SAVE UTILITY LOGOUT

Admin | CS SDIR | Standard | 3 Pediarix
USER, MANUELA | 01/01/2003 | 3 years 7 months | RESET

IPID - 591926 Record ID - 8200580 * Required Fields PATIENT OTHER

Last *	First *	Middle	Gender *	DOB *	Verify *
USER	MANUELA		Female	01/01/2003	Operator
Address	Address 2	City	State	Zip	Bad Address
1256 French lane	Apt # 1234	San Diego	CA	92210	
Phone 1	Contact 1	Phone 2	Contact 2	Multiple Births	Birth State
619-265-2626				Single	
Mother Last	Mother First	Mother Middle	DOB	SSN	Maiden Name
Med Record	Facility	Reminder	Status	VFC	
	Training Clinic	Yes	Active	1-CHDP/Medi-C	

Date Modified: 08/02/2006 [Confidential: N as of 08/02/2006] **CHANGE** Home Record: Archive | Link | Unlink | Sibling | Show Iz | Print

No Duplicate Records to Display

You will then need to confirm your decision to change the confidentiality status of the patient record.

SDIR - Confidential Flag - Microsoft Internet Explorer

Change Patient Confidential Status

Are you sure you want to change the Patient Confidential Status from Y to N?

YES NO

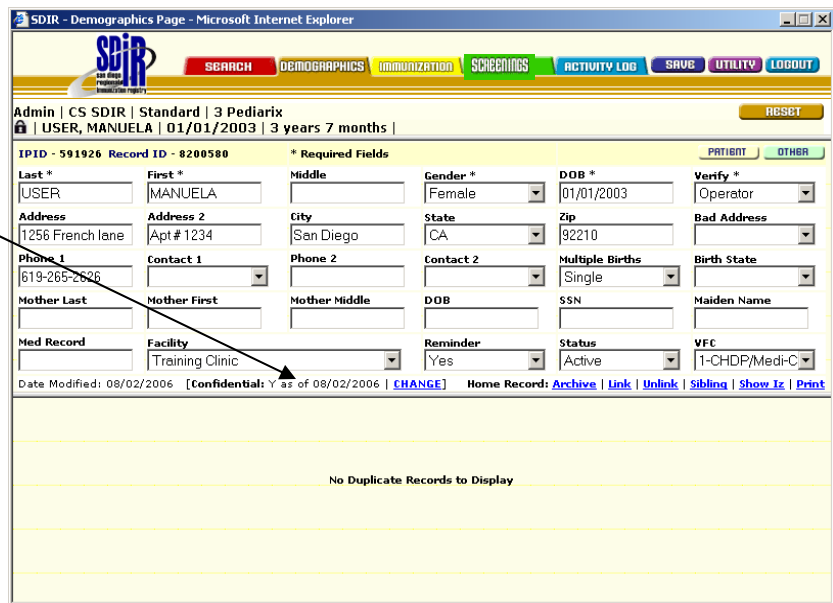
How Do You Change the Confidentiality Status of the Patient?

Patients/Parents/Guardian can request to have the record's confidentiality status changed at any time.

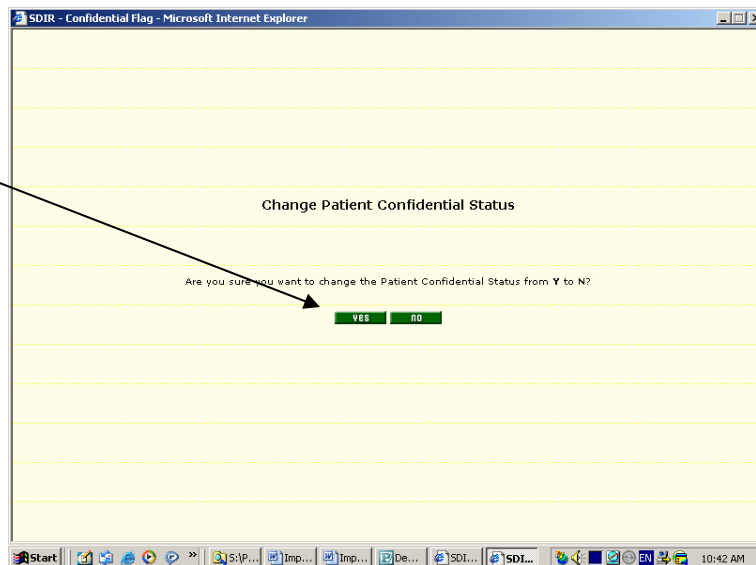
After you click "Yes" you will need to click "OK" stating you will file the Start/Stop Sharing Request form.



The change will be noted in the DEMOGRAPHIC module



You will be alerted that you are going to change the patient's confidentiality status. Click "Yes" to continue.



The change will also be noted in the ACTIVITY LOG

SDIR - Activity Page - Microsoft Internet Explorer

Admin | CS SDIR | Standard | 3 Pediatric
USER, MANUELA | 01/01/2003 | 3 years 7 months |

Activity Log

There are 57 Activity Log Records of type "All"

Log ID	Log Type	Log Date	Notes	Ref ID
83635	Merge Multiple Home	08/02/2006	Merged demoq id=8200564	--
83638	Edit Demographic	08/02/2006		--
83641	Confidentiality	08/02/2006	Confidential: N as of Wed Aug 02 00:00:00 PDT 2006	--
83645	Confidentiality	08/02/2006	Confidential: Y as of Wed Aug 02 00:00:00 PDT 2006	--
83639	Unlink	08/02/2006		--
83642	Save	08/02/2006		--
78579	Reminder	07/27/2004		--
78342	Reminder	06/28/2004		--
75829	Reminder	05/25/2004		--
83636	Edit Demographic	05/13/2004		--
74809	Save	05/13/2004		--
74737	Reminder	05/13/2004		--
74800	Reminder	05/13/2004		--
74681	Reminder	05/12/2004		--
74002	Reminder	04/09/2004		--
74001	Reminder	04/09/2004		--
73765	Save	03/25/2004		--
73759	Encounter	03/25/2004	mom states refusing due to illness	--

** Insert/Edit/Delete Area **

There is no longer a padlock appearing next to the patient's name. The record will be available for other authorized SDIR users to view.

SDIR - Demographics Page - Microsoft Internet Explorer

Admin | AKC AKC | East Region PHC | East Region PHC
USER, MANUELA | 01/01/2003 | 3 years 7 months

IPID - 966677 Record ID - 8393808 * Required Fields

Last *
 First *
 Middle
 Gender *
 DOB *
 Verify *

Address
 Address 2
 City
 State
 Zip
 Bad Address

Phone 1
 Contact 1
 Phone 2
 Contact 2
 Multiple Births
 Birth State

Mother Last
 Mother First
 Mother Middle
 DOB
 SSN
 Maiden Name

Med Record
 Facility
 Reminder
 Status
 VFC

Date Modified: 08/16/2006 [Confidential: N as of 08/16/2006] [CHANGE] Home Record: [Archive](#) | [Link](#) | [Unlink](#) | [Sibling](#) | [Show Iz](#) | [Print](#)

No Duplicate Records to Display