Update Client Data

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Overview

Changing the basic demographic information for a client.

Applicable Staff

ID Directors and Supervisors will have read/write access to the form. No other users may view or edit this form for any client.

Usage

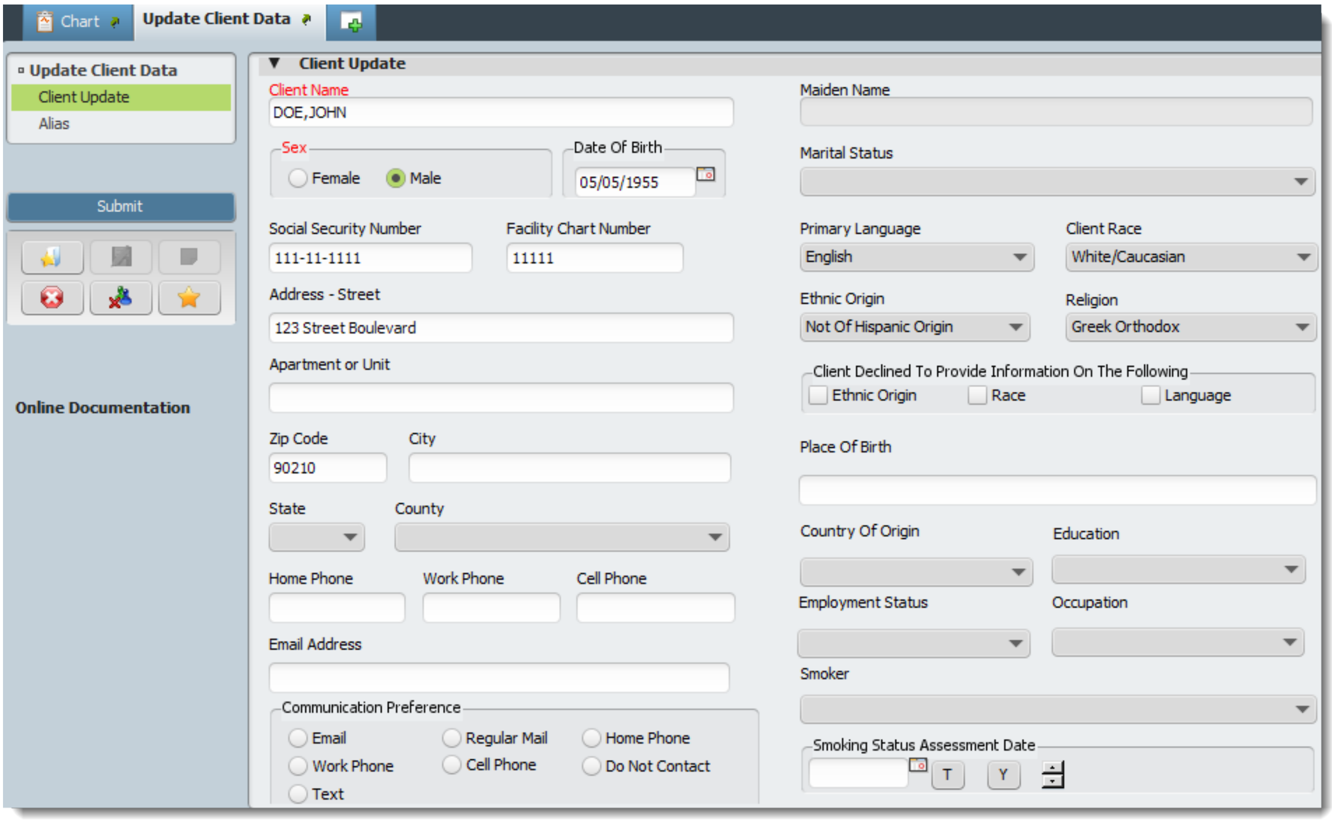
The **Update Client Data** form allows changing previously entered demographic information that was collected in the **Pre-Admission** or **Admission** forms. Any data that is changed in the Update Client Data form will be updated throughout Avatar when submitted.

NOTE: This is the **ONLY** way to change a client name after the admission process is complete. Please do not return to the Admission form and attempt to make changes.

The form is client-based and can be accessed through the Home View, from within a client chart, or by following the menu path Avatar PM/Client Management/Client Information/Update Client Data. Information displayed is collected from the Pre-Admit or Admission forms that have been previously completed.

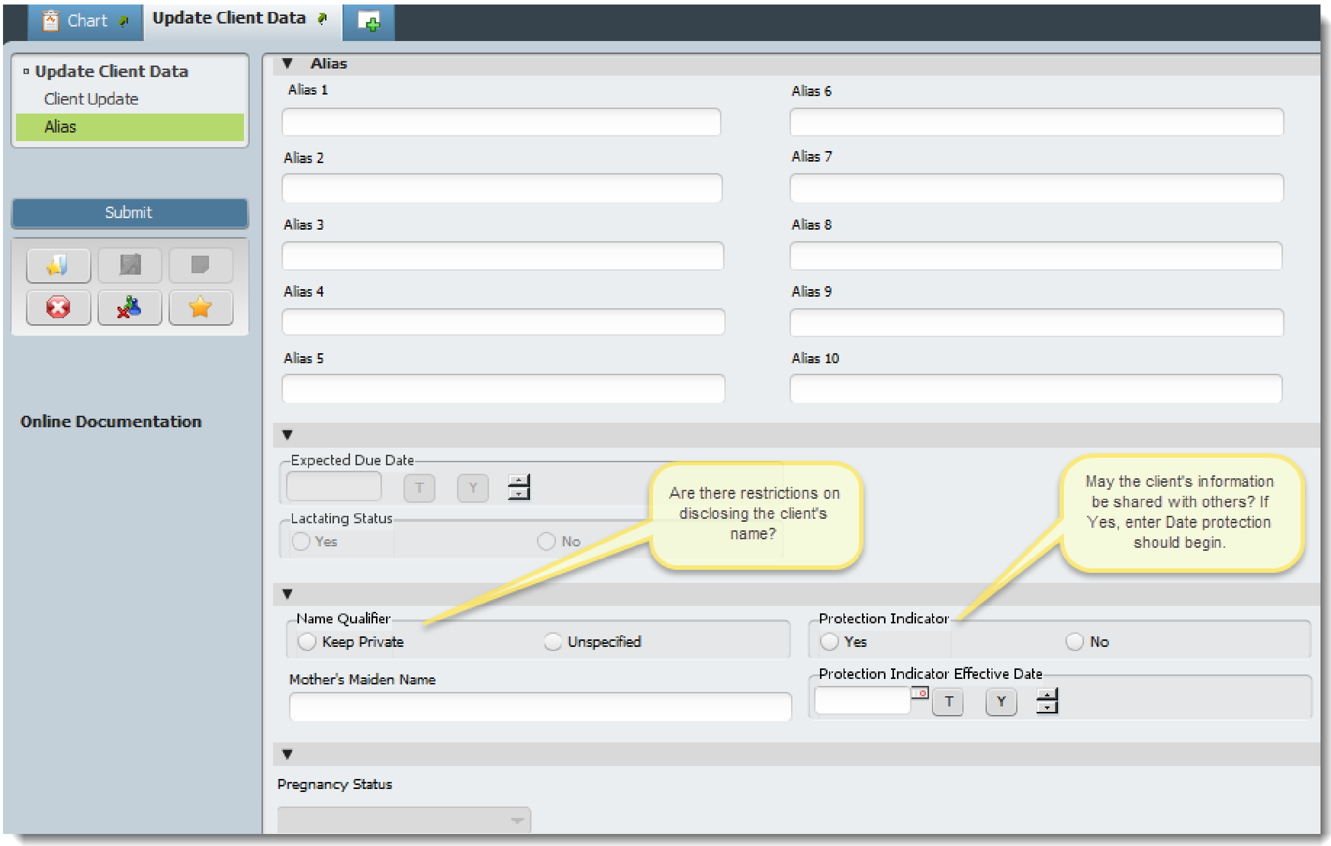
Client Update Section

Changing the Client Name will add the original name to the first available Alias entry in the Alias subsection. Update as much information as required, including name, sex, birthday and address information, ethnicity/language/religion data, contact info, smoking status/assessment date. etc.



Alias Section

Enter any known alias information as appropriate. Pregnancy and due date information can be entered if required. The **Name Qualifier** section is used to specify if release of the client's name is allowed. The **Protection Indicator** field is used to specify if the client's information can be shared with others or should be kept private. If Yes is selected, enter the date which protection should occur.



Click the blue **Submit** button when complete to enter the form into the record. When done, the client's demographic information is updated throughout Avatar.

Tips & FAQ

Alias information can be used to increase search terms related to a client. Examples include alternate spellings, nicknames, preferred forms of names (Bob for Robert), etc.

Technical Information

Menu Location (Avatar PM/Client Management/Client Information/Update Client Data)

SQL Table(s)

RAD Envelope (if applicable)

Related Forms and Reports: Pre-Admission, Admission, Client Demographics, Client Data Bar

Posted by: John Cookson - Thu, May 19, 2016 at 4:10 PM. This article has been viewed 2046 times.