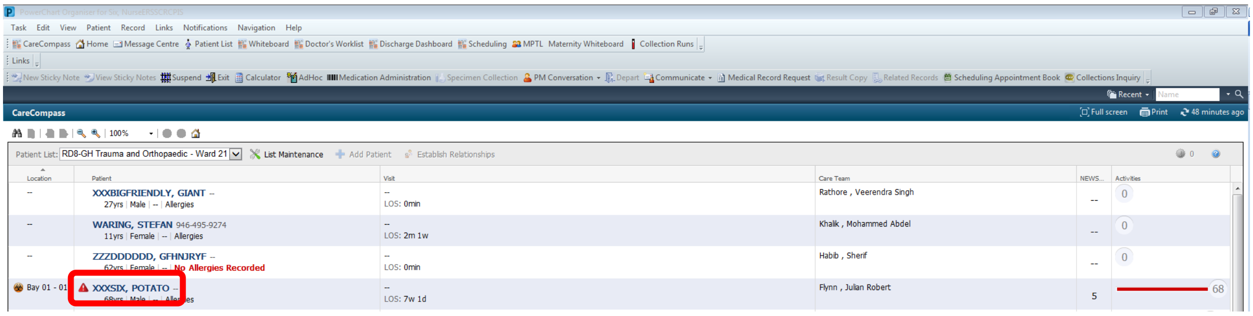
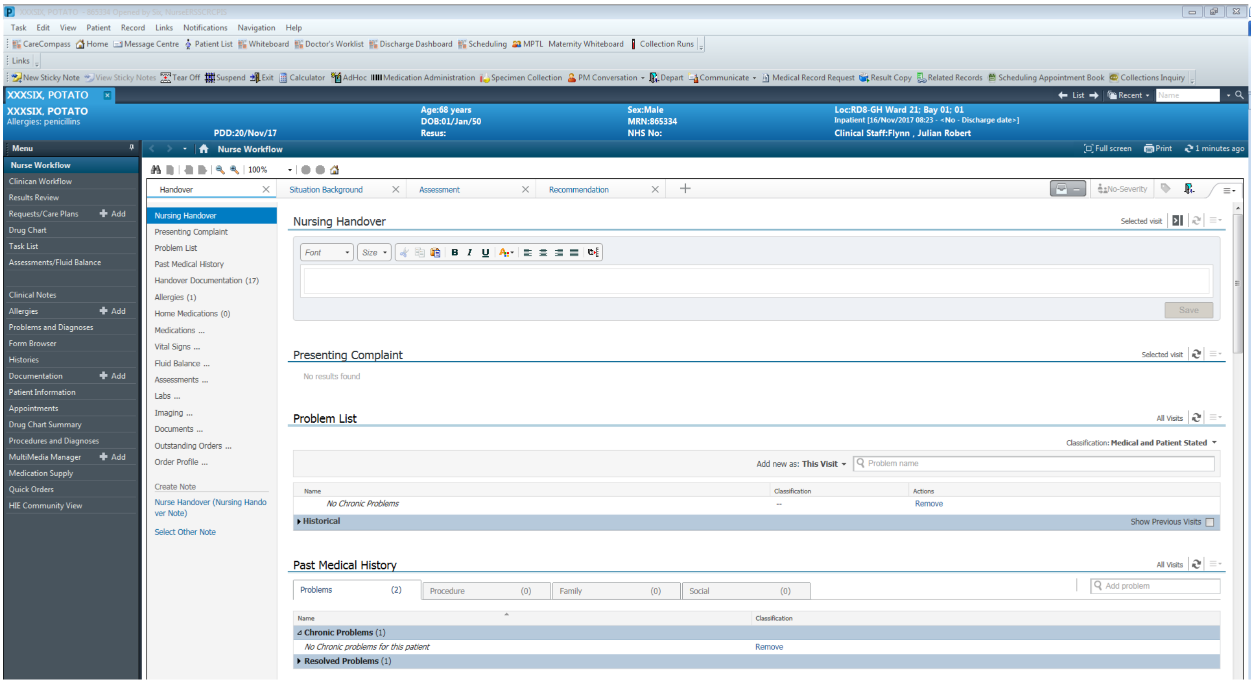
ADD OR AMEND NOK OR EMERGENCY CONTACT

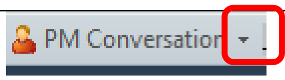
1. Firstly, select the patient record you wish to add/amend details

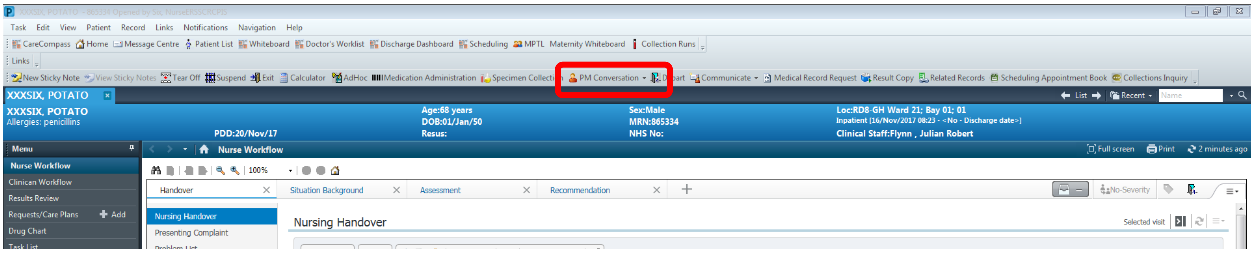


2. You will now see the patients record.

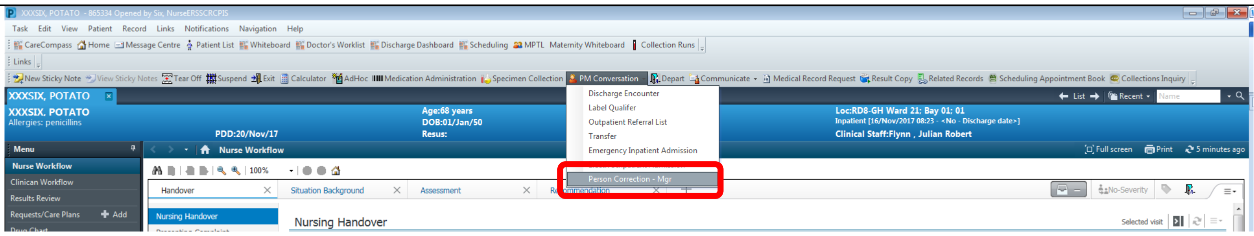


3. Select the downward arrow, next to PM Conversation



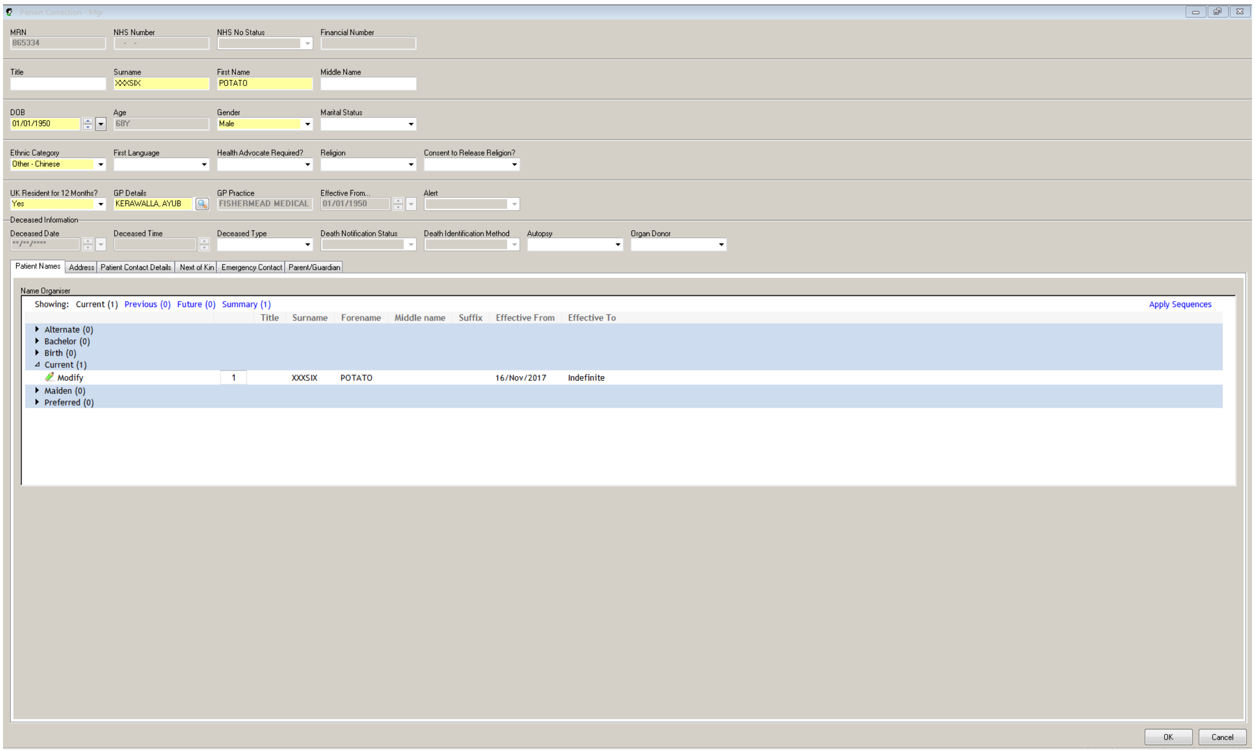


4. From the drop down list, select Person Correction – Mgr.



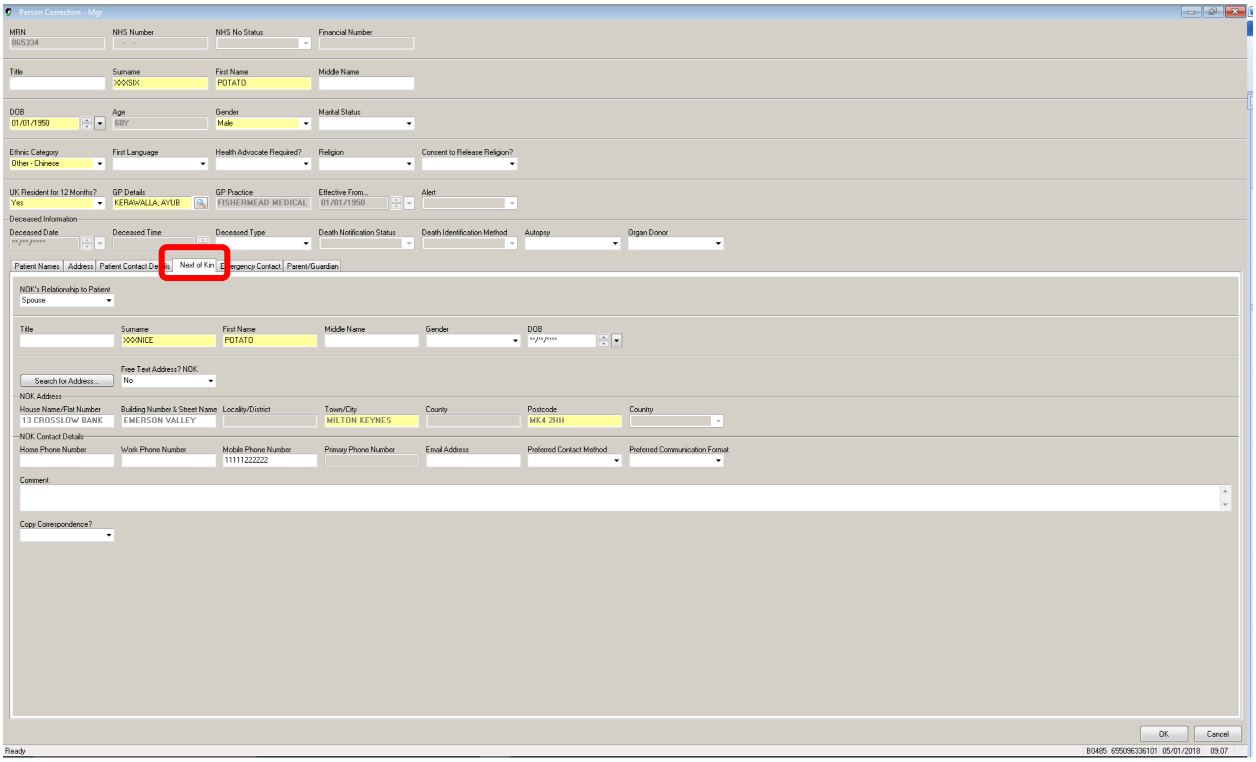
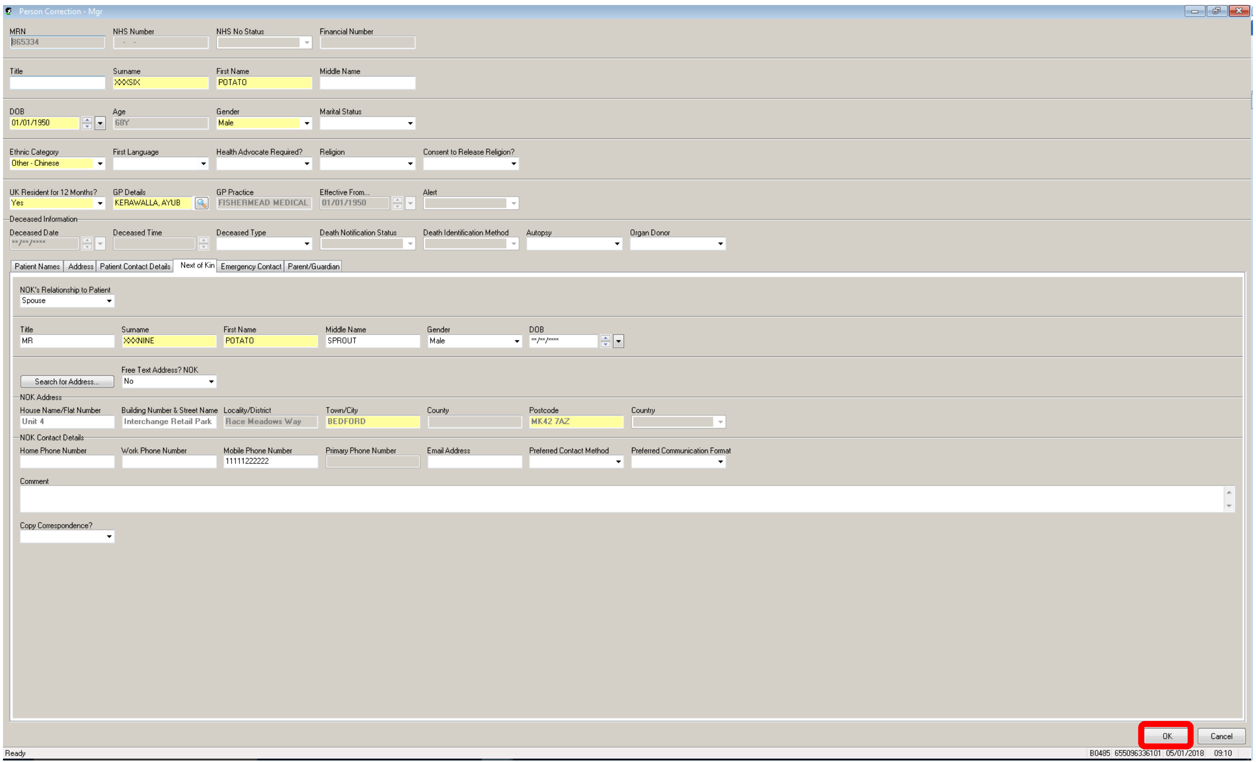
5.

You will now see the patients details.



NOTE: Mandatory boxes will be highlighted yellow, optional information boxes will stay white and Grey boxes have locked information that cannot be changed.

Different details are separated onto different 'Tabs'. In the middle you can see: Patient Names, Address, Patient Contact Details, Next of Kin, Emergency Contact and Parent/Guardian.

6.	From this screen you can adjust patient information – select which tab you require (for this example we will use next of kin). 
7.	Enter/Adjust required information and once completed – click OK. 

	NOTE: Only Emergency Contact information gets pulled across into PowerChart. You can find this in the Nurse Workflow, under Situation Background.
8.	You will now see an “Updating Patient Information” box appear, the screen will then return to the default.