ENTERING CLIENT DEMOGRAPHICS

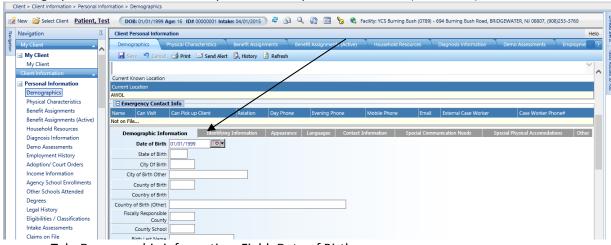
Demographic information is entered at the time of admission and needs to be verified by the PROGRAM DIRECTOR.

Why entering client demographic information is important:

- 1. Demographic information is the foundation of the client's clinical record and includes essential identifying information.
- 2. This information is essential to having a complete clinical record and passing audits.
- 3. If information is missing, billing will need to be stopped.

How to enter/verify client demographic information:

- 1. Navigate to Client>Client Information>Personal Information>Demographics.
- 2. On the first page that appears, enter as much information as possible. Be sure to include the following fields:
 - a. Last Name
 - b. First Name
 - c. Gender
 - d. Address
- 3. In the grey submenu, click each Grey Tab and complete information (see below).



- a. Tab: Demographic information, Field: Date of Birth.
- b. Tab: Identifying information, Field: Social Security Number. *(NOTE: if the SSN is unknown, be sure to provide a reason.)
- c. Tab: Appearance, Field: Person's Photo (upload photo)
- d. Tab: Languages, Field: Primary Language (enter any other languages, as well.)
- e. Tab: Contact Information, Field: Phone number
- f. Tab: Special Communication Needs (indicate any)
- g. Tab: Special Physical Accommodations (indicate any)