

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).

The screenshot shows a software interface for entering client demographic information. The interface is titled 'Client Personal Information' and includes a navigation pane on the left with 'Demographics' selected. The main area displays a form with various tabs: 'Demographics', 'Physical Characteristics', 'Benefit Assignments', 'Benefit Assignments (Active)', 'Household Resources', 'Diagnosis Information', 'Demo Assessments', and 'Employment'. The 'Demographics' tab is active, showing fields for 'Date of Birth', 'State of Birth', 'City of Birth', 'County of Birth', and 'Country of Birth'. A grey submenu is visible at the bottom of the form area, with 'Identifying Information' highlighted. An arrow points from the 'Identifying Information' tab in the submenu to the 'Date of Birth' field in the form.

- 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)