

Address Book

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An emergency contact or other patient contact can be stored against a patient record. This information is stored in the Address Book section of a Patient Summary.

The following information a can be recorded for an Emergency Contact or Other Contact person:

- 1. [Search](#) for a patient.
- 2. From the Patient summary screen, scroll down to **Address Book**
- 3. The following fields will display.
 - a. Clicking the **Show** button next to the line item, will display the Address Book entry and you can also Edit/Delete each one.

Field	Description	Example
Facility	Allows to select location in drop down options.	
Title	Title of a person.	
First Name	First name of a person.	
Last Name	Last name of a person.	
Relationship	Relationship to a person.	
Home Phone		
Work Phone		
Mobile Phone		
Emergency Contact		
Consent to Contact		

Adding an Emergency Contact / Contact Person

1. From Patient Address Book section, click **New**.
 - a. The Patient Search search screen will display (this ensure that there are not duplicate entries created).
2. Entry the contact name, click **Search**.
3. If no record is found, click **Create New Contact**
 - a. The fields below will display for entry.
4. Enter the new contact details for the patient.
5. Click **Create Address** and the record will be updated.

Field	Description
New Relationship	
Relationship	This is a drop down menu for selection, it includes values such as:. Parent, Husband, Friend, GP
Emergency Contact	Check box .
Consent to Contact	Check box
From Date	Date selection - This will default to the date of entry but can be modified. Please note that this date is provided for informational purposes only and has no functional bearing on status (e.g., active, enabled, etc.).
To Date	Date selection - You can input a date that the contact will expire. Please note that this date is provided for informational purposes only and has no functional bearing on status (e.g., active, enabled, etc.).
Identity	
Facility	This is if the contact is associated with a location. This field can be left blank
Title	Title of contact - Drop down menu e.g., Mr, Mrs, Ms
Family Name	

Middle Name	
Given Name	
First Name Alias	
Last Name Alias	
Date of Birth	
Data of Birth Accuracy	
Sex	
Gender Diversity	
Primary Provider	
Marital Status	
Deceased	Check box value
Date of Death	

Please Note: Only one Emergency Contact is allowed. If you tick the Emergency Contact box when adding an entry, this person becomes the Emergency Contact.

Search or Add a Contact

CareRight requires that a contact search be performed before enabling users to create a new contact.

1. Enter the name of the contact.
 2. If the Contact does not exist, Click **Create New Contact** (follow the Adding a New Contact instructions)
 3. Choose **Select** if your contact appears.
 4. Choose from a selection of relationships to the patient.
 5. Tick if you have Consent to Contact them
 6. Tick if they are an Emergency Contact (only 1 emergency contact is allowed).
 7. The **From Date** will be pre-populated but change the change if needed.
 8. The end date should be left blank at this stage.
 9. Click **Create Relationship**.
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