

Updating Patient Primary Contact Information in KYIR

Once you have selected your patient in KYIR, you can navigate to the Demographics section 2 ways:

1. From the Patients Search screen, the list of available patients will display. You can select the Demographics button beside that patient's name in the results list.

Search Criteria

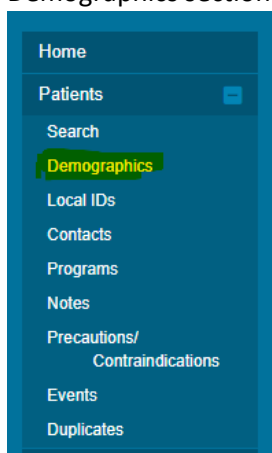
Patient ID	Identifier Type	Identifier Value			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Last Name	First Name	Middle Name	DOB	Gender	
POTT	PEP	<input type="text"/>	07/02/2010	<input type="text"/>	
Birth Info					
Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Father Last Name	Father First Name	Father Middle Name			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="button" value="Previous Criteria"/>			<input type="button" value="Clear"/> <input type="button" value="Search"/>		

Search Results - 1 record(s)

ID	Name	Phone	VFC	Gender	DOB	Action
1902163	POTTS, PEPPER 100 HOPE CIR LEXINGTON, KY 40508		1	F	07/02/2010	<input type="button" value="Demographics"/>

You may add a new patient by clicking the 'New Patient' button.

2. If you are already on the patient's Immunization Home screen, you can switch over to the Demographics section by selecting in from the blue column on the left hand side of the screen.



Immunizations Home [Learn More](#)

View

DOB	Age	History of Varicella?	Date of Varicella
07/02/2010	9Y 7M 2D	NO	MM/DD/YYYY

☐ Recommended Immunizations for today, 2/4/2020 (9Y 7M 2D)

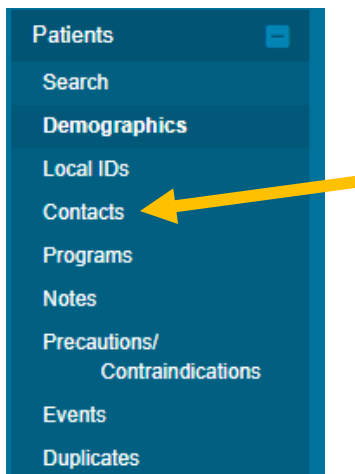
Vaccine

On the Patient Demographics screen, you will see many fields marked with a red asterisk (*). These required fields must be filled in with the patient's information.

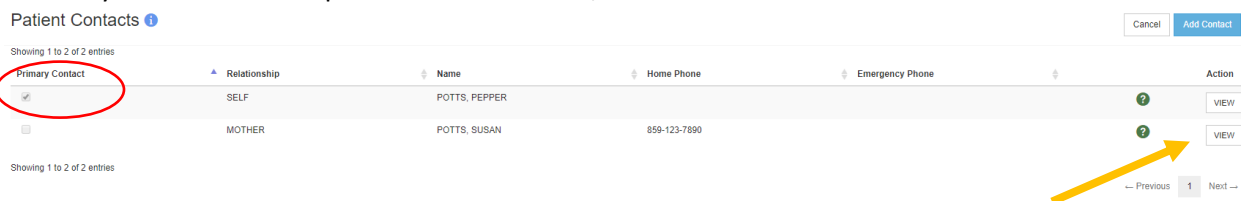
They include the name, date of birth, gender, patient eligibility, and primary contact.

If the patient already has the Primary Contact field entered, you will see this field greyed out. Follow the steps below to update that information for the Primary Contact:

- Click on Contacts in the blue column on the left hand side of the screen under Patients



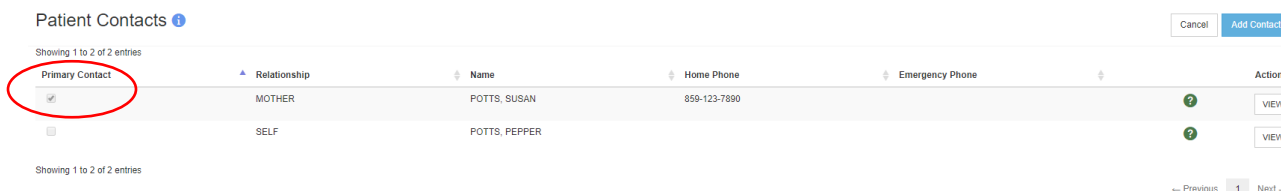
- Any contacts that have been added for the patient will display on the screen. If the contact that you need it to be updated to is on the list, click on the View button for that contact.



- On the next screen, select the checkmark beside Primary Contact and click on the blue Update button to save the changes. You can also make changes to the contact information on this page.

 A screenshot of the 'View Patient Contact' form. It contains fields for Contact Relationship (dropdown), Last Name, First Name, Middle Name, Generation, Home Phone, Work Phone, Ext, Cell Phone, Email Address, and Emergency Phone. The 'Primary Contact?' checkbox is circled in red.

- The screen will go back to the list of Patient Contacts and will show the updated Primary Contact marked with the checkmark on the screen.



- The Demographics page will show the updated Primary Contact information now.

To get back to the Demographics screen you can either click the Cancel button on this screen or navigate there by clicking on Demographics in the blue column on the left hand side of the screen.