Adding a Patient's Previous Name and Address to the Chart

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Maintaining accurate patient demographic information is crucial for proper identification, billing, and continuity of care. When patients undergo name changes, healthcare providers must update their records systematically to ensure all medical history remains linked to the correct patient profile. This process involves not only changing the primary display name but also documenting previous names for reference in medical and administrative contexts. This article outlines the process for updating patient names while preserving their medical history.

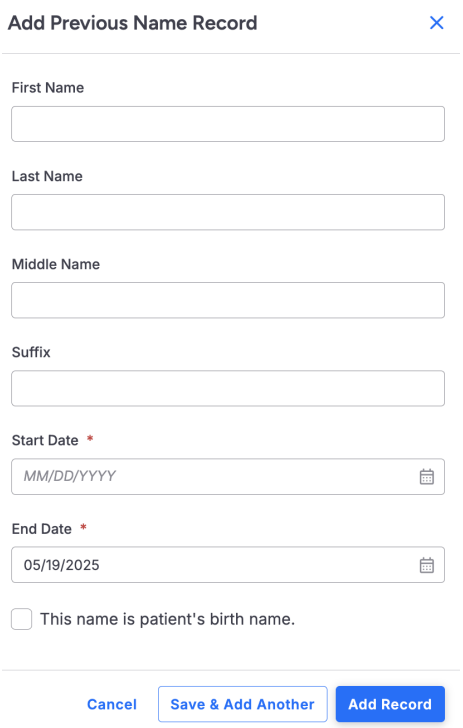
Add Previous Name

Add Previous Name Record

1. Access the patient's chart
2. Navigate to the **Demographics** section in the left menu
3. Click the **Demographics** tab within this section
4. Scroll down until you locate the "Previous Name" field
5. Click the "Add Record" button

Enter Previous Name Information

1. Complete all fields (required fields are marked with an asterisk)
2. Enter the patient's previous name details
3. Add any additional relevant information about the name change
4. Choose one of the following actions:
    - Click "Cancel" to abort the process
    - Click "Save & Add Another" to add multiple previous names
    - Click "Add Record" to save the current entry



Track Previous Name Records

Once saved, the previous name information will be accessible in several locations:

- The previous name section within the patient demographics area (with options to edit or remove)
- Patient's CCDA (Consolidated Clinical Document Architecture) files when exported
- Patient health summary reports

Add Previous Address

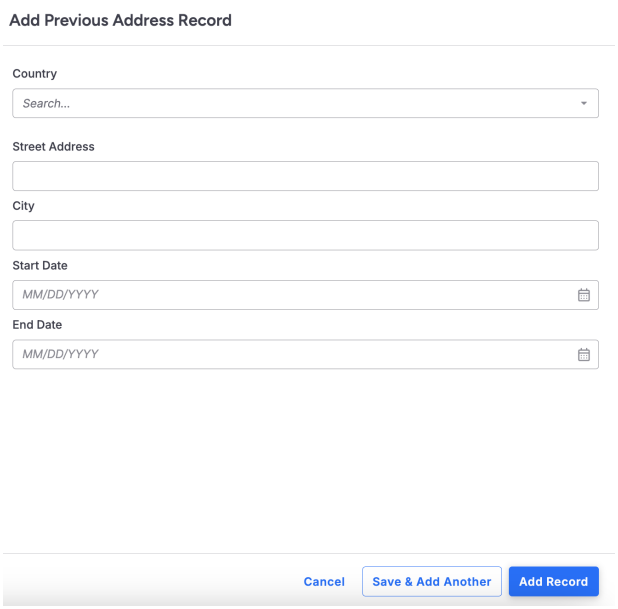
Add Previous Address Record

1. Access the patient's chart
2. Navigate to the **Demographics** section in the left menu
3. Click the **Demographics** tab within this section
4. Scroll down until you locate the "Previous Addresses" field
5. Click the "Add Record" button

Enter Previous Address Information

1. Enter the patient's previous address details
2. Choose one of the following actions:
    - Click "Cancel" to abort the process
    - Click "Save & Add Another" to add multiple previous names

- Click "Add Record" to save the current entry



Track Previous Name Records

Once saved, the previous address information will be accessible in several locations:

- The previous addresses section within the patient demographics area (with options to edit or remove)
- Patient's CCDA (Consolidated Clinical Document Architecture) files when exported
- Patient health summary reports