

Administration – View Next of Kin (NOK) Details From Scheduling Appointment Book and PMOffice



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

1. Navigate to the View Person window from:
 - Scheduling Appointment Book (Opened resource book) or any Inquiry View
 - Scheduling Appointment Book
 - PMOffice
2. Navigate the View Person window to view the Next of Kin (NOK) details.

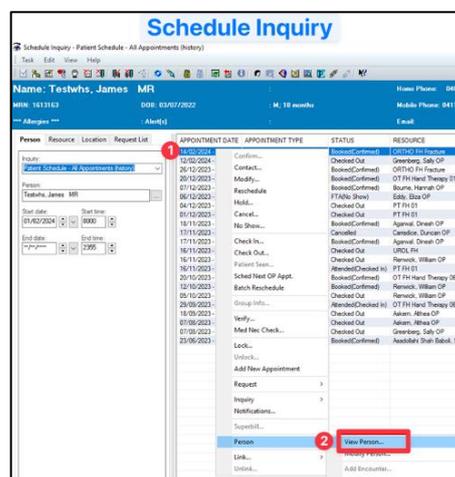
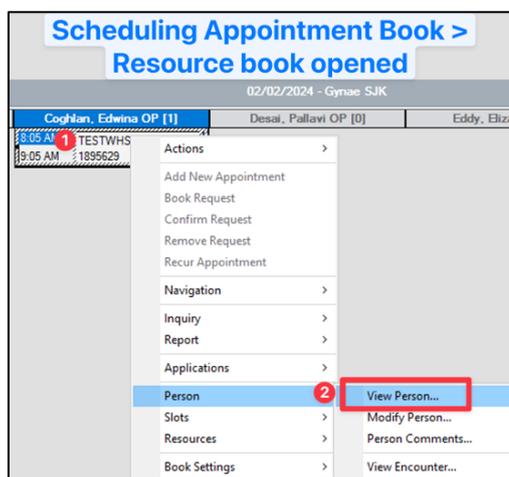


- iPM is the source of truth of patient contacts, including Next of Kin Details.
- All updates to patient contacts must be made using iPM.
- Data displayed in the EMR View Person window is a subset of the details recorded in iPM

1. Navigate to the View Person window.

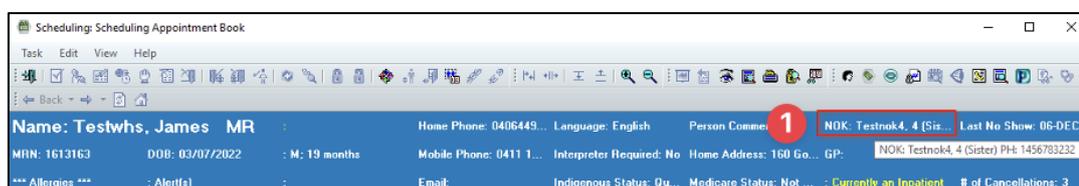
Option 1: From Scheduling Appointment Book (Opened resource book) or any Inquiry view.

1. Right-click on the patient.
2. Navigate to Person > View Person...
3. View Person window opens.



Option 2: From Scheduling Appointment Book.

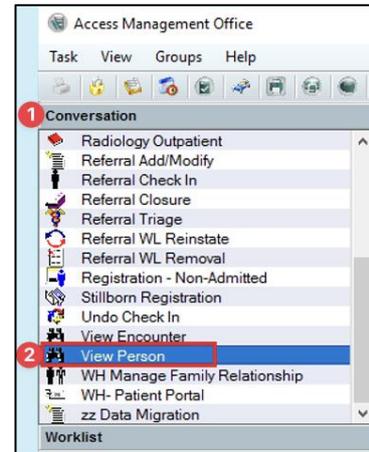
1. With the patient opened in Scheduling Appointment Book, the Next Of Kin is also available to view in the Patient Banner Bar.





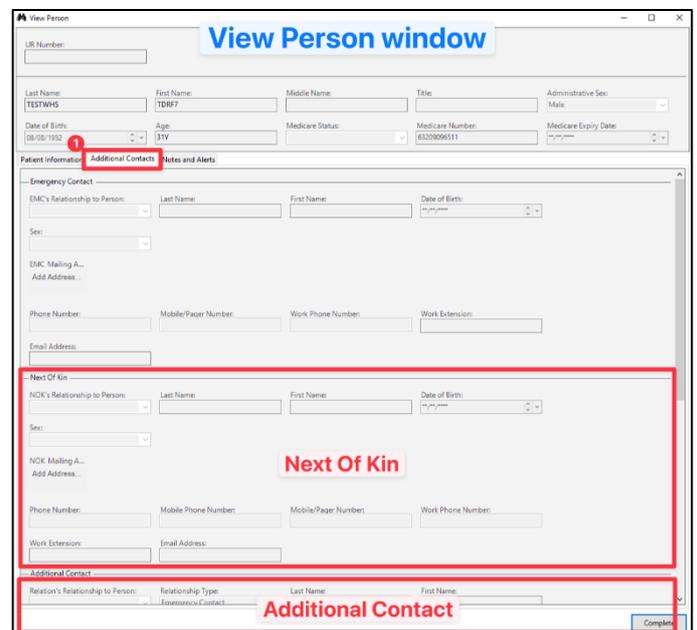
Option 3: From PMOffice.

1. Navigate to the Conversation section.
2. Click View Person.
3. Search for the patient.
4. View Person window opens.



2. Navigate the View Person window.

1. Navigate to the Additional Contacts tab to locate the Next of Kin details.
2. Details of an Additional Contact are also displayed on this tab. This information is associated with an alternative contact listed in the iPM, other than "Contact 1 (NOK)". If more than one additional contact is recorded, the View Person window will only display one.



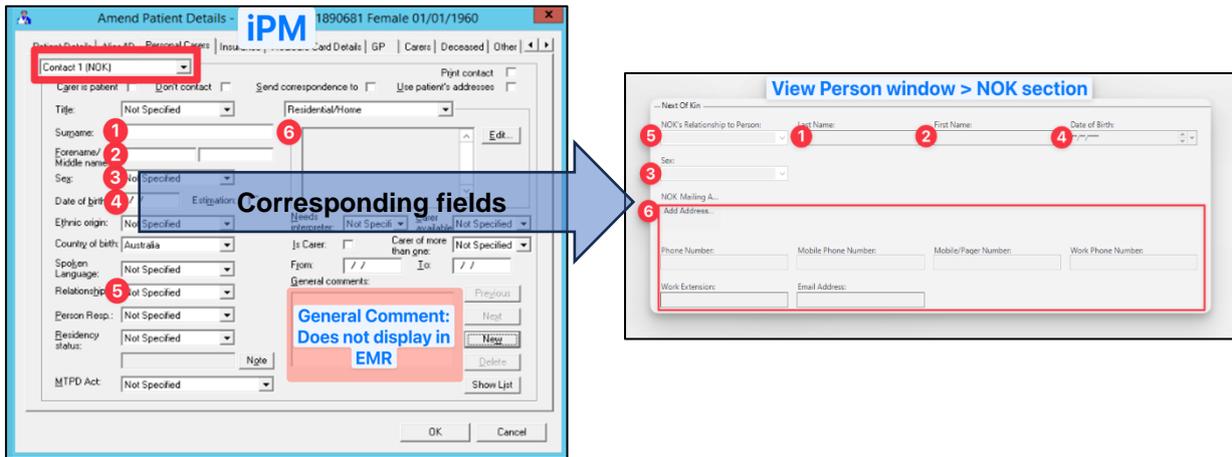
Check for alerts on the EMR for information about **Legal Guardians, substitute Medical Treatment Decision Maker** or the **Presence of an Advanced Care Directive**, and review the relevant paperwork in BOSSnet. If this information is not readily available or you have queries about other patient related contacts, please consult with the Nurse in Charge/clerical staff for assistance.

iPM information visible in the EMR View Person window

From View Person window > Additional Contact tab

• **“Next Of Kin” section (Contact 1 (NOK)):**

- The section links to the “Contact 1 (NOK)” person in iPM.
- The contact numbers and email address fields are linked to the “Amend Personal Carer Address” window in iPM.
- Entries in the “General comment” field in iPM will not display in the View Person window at the time of writing this QRG.



• **“Additional Contact” section:**

- The section links to the following contact types in iPM:

iPM Contact Type	EMR View Person window “Relationship Type”
Enduring Power of Attorney	Enduring Power of Attorney
Foster Carer	FOSTER
Guardian	Guardian
Mother-Baby	Family Member
Nominated Person	NP
Power of Attorney	Power of Attorney

iPM Contact Type NOT linked to EMR View Person window
Administrator
Advocate
Carer (non-primary)
HACC SCP- Care Recipient
ICU Spokesperson
NRCP- Care Recipient

