

Administration – View Next of Kin (NOK) Details From EMR Chart



This Quick Reference Guide will explain how to:

1. View NOK details from the "GP and Next of Kin Information" section.
2. Navigate the View Person window as an alternative way to access NOK details.



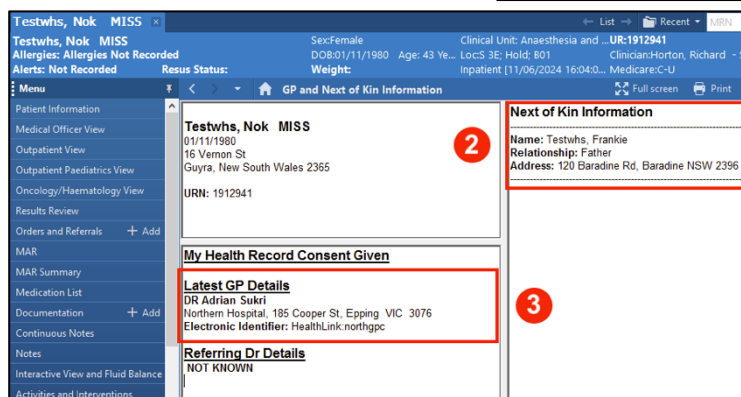
- iPM is the source of truth of patient contacts, including Next of Kin Details.
- All updates to patient contacts must be made using iPM. If the Next of Kin is updated in IPM, all EMR encounters display the updated Next of Kin in EMR. There is no 'historical snapshot' NOK.
- Data displayed in the EMR are a subset of the details recorded in iPM.

View Next of Kin from the “GP and Next of Kin Information” section on EMR

1. Navigate to the “GP and Next of Kin Information” page on the Table of Contents



2. NOK details shown on right screen (2)
3. GP details shown on bottom left of screen (3)



iPM information visible in the “GP and Next of Kin” page

iPM Contact Type linked to EMR “GP and Next of Kin Information” page	Example of iPM Contact Types NOT linked to EMR “GP and Next of Kin” page	
Contact 1 - Next of Kin	Enduring Power of Attorney	Administrator
	Foster carer	Advocate
	Guardian	Carer (non-primary)
	Family Member	HACC SCP- Care Recipient
	Nominated Person	ICU Spokesperson
	Power of Attorney	NRCP- Care Recipient



- “GP and Next of Kin Information” EMR page will only display the Next of Kin details from the iPM Contact 1 NOK – please view IPM for any other contacts such as Foster Carer, ICU Spokesperson.
- Next of Kin information includes Relationship, Address, Email and first Phone contact, but does not display other information including any Additional Phone Numbers, DOB, Sex, Language



Navigate the View Person window as an alternative way to access NOK details.

1. Navigate to the View Person window.

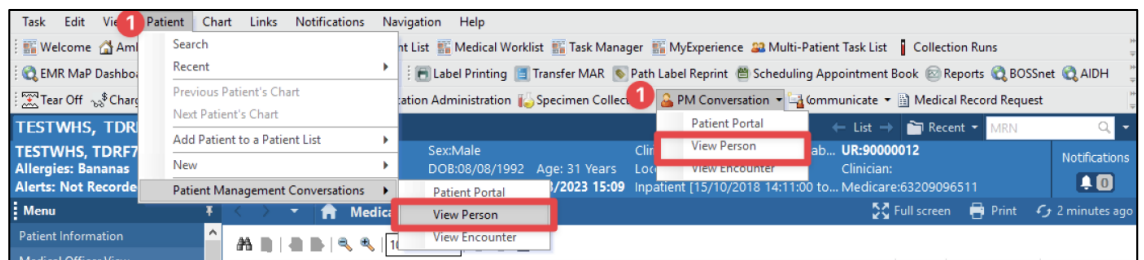
From Patient's EMR Chart (Powerchart or Firstnet).

- From the top menu bar, navigate to

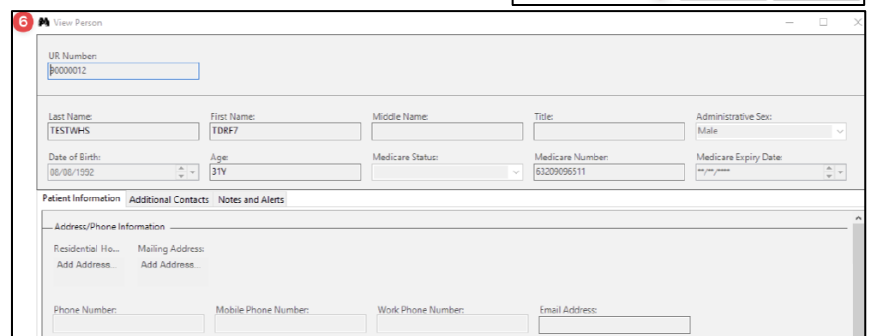
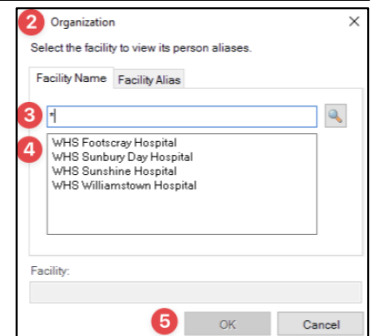
Patient > Patient Management Conversations > **View Person**,

OR

Click on the dropdown triangle adjacent to PM Conversation in the top tool bar > Select **View Person**



- Organisation window opens.
- Enter "*" and click the search icon.
- Select any facility.
- Click OK.
- View Person window





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.



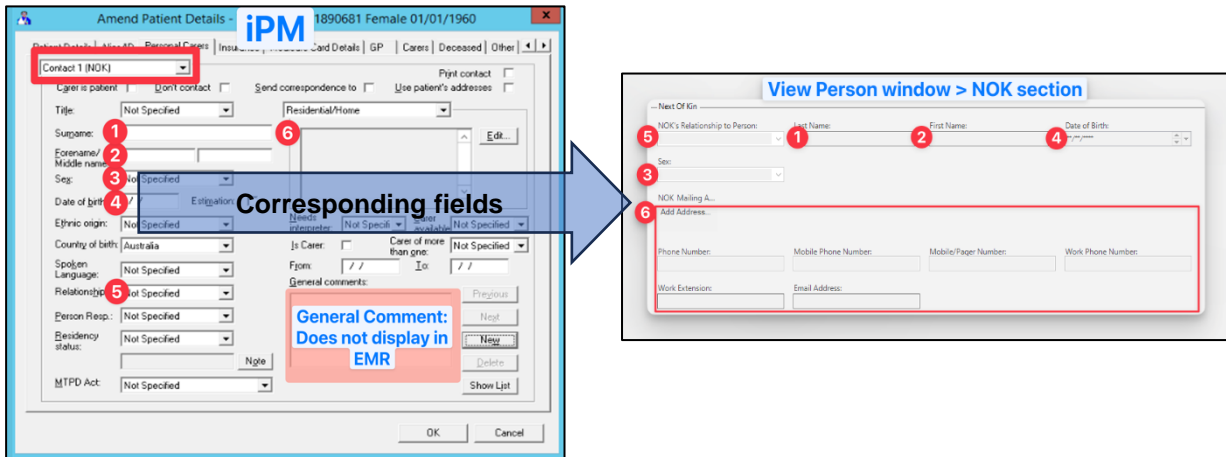
Check for alerts on the EMR for information about **Legal Guardians, substitute Medical Treatment Decision Maker** or the **Presence of an Advanced Care Directive**, and review the relevant paperwork in BOSSnet.

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

