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Next of Kin and other Personal Contacts for a Client can be recorded on the Demographic Details screen via the Personal Contacts hyperlink.

Recording a Next of Kin living at the Same Address

- Click **Menu**
- Click **Quick menu**
- Click **Demographic Details**
- **Search** for Client

The **Demographic Details** screen will display.

- Click **Client Personal Contacts** (located at the bottom of the screen)
- Click **Add New Contact**

Complete the details according to the information you have, ensuring that all mandatory fields are recorded.

- **Rank** will autocomplete according to how many previous contacts there are
- Click **Type** drop-down and select **Next of Kin**
- Click **Relation** drop-down and select relation of Next of Kin to the Client (e.g., Husband/Wife/Son)
- Click **Family Name** and enter **family name** of the Next of Kin

Record any other information you may have in the appropriate fields.

- Click the **Client Address** button  as the **Next of Kin lives with the Client**
- Enter **Start Date**
- Click **Save**

| Type | Relation | NHS Number | Family Name | Given Name | Address | Main phone | Email | Start Date |
|-------------|----------|------------|-------------|------------|-------------------|-------------|-------|-------------|
| Next of Kin | Husband | | TEST | Tep | 23 Birdbrook Road | 01213603543 | | 14 Jul 2021 |



Recording a Next of Kin living at a Different Address

- Click **Menu**
- Click **Quick menu**
- Click **Demographic Details**
- Search for **Client**

The **Demographic Details** screen will display.

- Click **Client Personal Contacts** (located at the bottom of the screen)
- Click **Add New Contact**

Complete the details according to the information you have ensuring that all mandatory fields are recorded.

- **Rank** will autocomplete according to how many previous contacts there are
- Click **Type** drop-down and select **Next of Kin**
- Click **Relation** drop-down and select relation of Next of Kin to the Client (e.g., Husband/Wife/Son)
- Click **Family Name** and enter **family name** of the Next of Kin

Record any other information you may have in the appropriate fields.

- Click magnifying glass  (located to the right)

The **Address Search** screen displays.

- Click **New Search**
- Enter **No./Street**
- Enter **Post Code**
- Click **Search**
- Click **Accept Address**
- Enter **Start Date**
- Click **Save**



Recording a Personal Contact with an Unknown Address

A Personal Contact is any person that may need to be contacted regarding the Client. In this example, the Client's Social Worker is being added as a Personal Contact.

- Click **Menu**
- Click **Quick menu**
- Click **Demographic Details**
- **Search** for Client

The **Demographic Details** screen will display.

- Click **Client Personal Contacts** (located at the bottom of the screen)
- Click **Add New Contact**

Complete the details according to the information you have, ensuring that all mandatory fields are recorded.

- **Rank** will autocomplete according to how many previous contacts there are
- Click **Type** drop-down and select **Social Worker**
- Click **Relation** drop-down and select **Other**
- Click **Family Name** and enter **family name** of the Social worker

Record any other information you may have in the appropriate fields.

- Complete all **mandatory fields** (pink)
- Complete the **other fields** if required

| | |
|-------------------|-----------------------|
| Rank | 2 |
| Type | Social Worker |
| Relation | Not Related |
| NHS Number | |
| Family Name | Hanson |
| Given Name | Phil |
| Title | Mr |
| Organisation Name | Bham City Council X |

Our next field to complete is the address of the Social Worker. The Post Code is mandatory so an address must be added in order to complete the screen.

Next of Kin & Personal Contacts



As we have no idea where the Social Worker lives, we are going to use a generic code of **ZZ99** to record an **Unknown Address**. This is done using a Manual Address.

- Click the **magnifying glass**

The **Address Search** screen displays.

- Click **Enter Manually** (bottom left)
- Type **ZZ99** into **Post Code** field
- Click **OK**
- Click **Accept Address**

| | | | |
|----------|-----------|--|----------------|
| Address | Not Known | | Client Address |
| | | | |
| | | | |
| | | | |
| | | | |
| Postcode | ZZ99 | | |

The address is now entered with the Not Known (ZZ99) postcode. Continue to complete the other contact information for the Social Worker.

- Click **Main Phone Method** drop-down and select **required method**
- Click **Main Phone Context** drop-down and select **required method**
- Click **Main Phone** and enter the **phone number**
- Enter **Start Date** (mandatory)
- Click **Save**

| | | |
|--------------------------|------------------|--|
| Main Phone Method | Telephone number | |
| Main Phone Context | Mobile device | |
| Main phone | 079678686045 | |
| Preferred contact method | Telephone | |
| Start Date | 21 July 2021 | |

| | | | | | | | |
|---|---------------|-------------|--------|------|-----------|--------------|-------------|
| 2 | Social Worker | Not Related | HANSON | Phil | Not Known | 079678686045 | 21 Jul 2021 |
|---|---------------|-------------|--------|------|-----------|--------------|-------------|