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## Overview

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** (bottom of the screen)
- Click **Edit this Client** (bottom of the screen)
- Click **Add New Contact** (bottom of the screen)

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 Client Address as the **Next of Kin lives with the Client**
- Enter **Start Date**
- Click **Save to local and national**

Rank	Type	Relation	NHS Number	Family Name	Given Name	Address	Main phone	Email	Start Date
1 ↓	Next of Kin	Husband		WAARITH		8 ASHLEY ROAD			6 Mar 2023



## 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** (bottom of the screen)
- Click **Edit this Client** (bottom of the screen)
- Click **Add New Contact** (bottom of the screen)

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.

- Enter the **Postcode or 1<sup>st</sup> Line of Address** into the Address Field
- Select Correct **Address** from **Dropdown**
- Enter **Start Date**
- Click **Save to local and national**



## 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.

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

The 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 by adding a **Manual Entry**.

- Click **Manual Entry Button** (on the right)
- Type **Not Known** in the **House or Building name** field
- Type **ZZ99** into the **Post Code** field

Address  [Manual Entry](#)

Address **Manual Address Entry** [Clear](#)

Postcode  [Back to Address Search](#)

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**
- Complete the **other fields** (if required)
- Complete all **mandatory fields** (pink)
- Enter **Start Date** (mandatory)
- Click **Save local and national**

2	Social Worker	Not Related	HANSON	Jeff	Not Known	07592227451	6 Mar 2023
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