



Contents

Overview.....	1
Recording a Next of Kin living at the Same Address	1
Recording a Next of Kin living at a Different Address	1
Recording a Personal Contact with an Unknown Address.....	3

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)

Record the details according to the information you have, ensuring that all mandatory fields are completed.

- **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 in the **Family Name** field and enter the **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**
- Click **Yes** to the Information prompt 'Saving changes will update the Spine. Continue with save?'

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 1st Line of Address** into the Address Field
- Select Correct **Address** from **Dropdown**
- Enter **Start Date**
- Click **Save to local and national**
- Click **Yes** to the Information prompt 'Saving changes will update the Spine. Continue with 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 **Team 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



If you don't have an address for the Social Worker's team, you can use a generic code of **ZZ99** to record an **Unknown Address**. This is done by **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

Enter postcode or address. Use commas to separate search ter

Manual Entry

Address

Manual Address Entry

Clear

Not Known

House Number/Street

Locality

Post Town

County

Postcode

ZZ99

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** (highlighted in pink)
- Enter **Start Date** (mandatory)
- Click **Save local and national**
- Click **Yes** to the Information prompt 'Saving changes will update the Spine. Continue with save?'

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