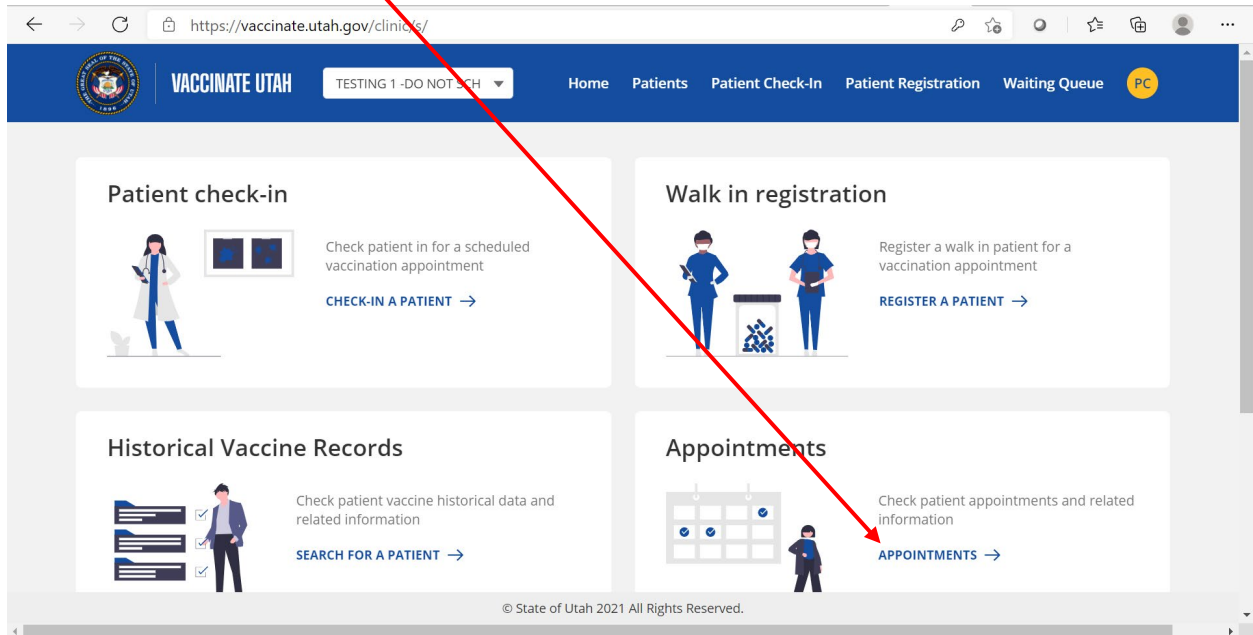


How to Edit Patient Demographics

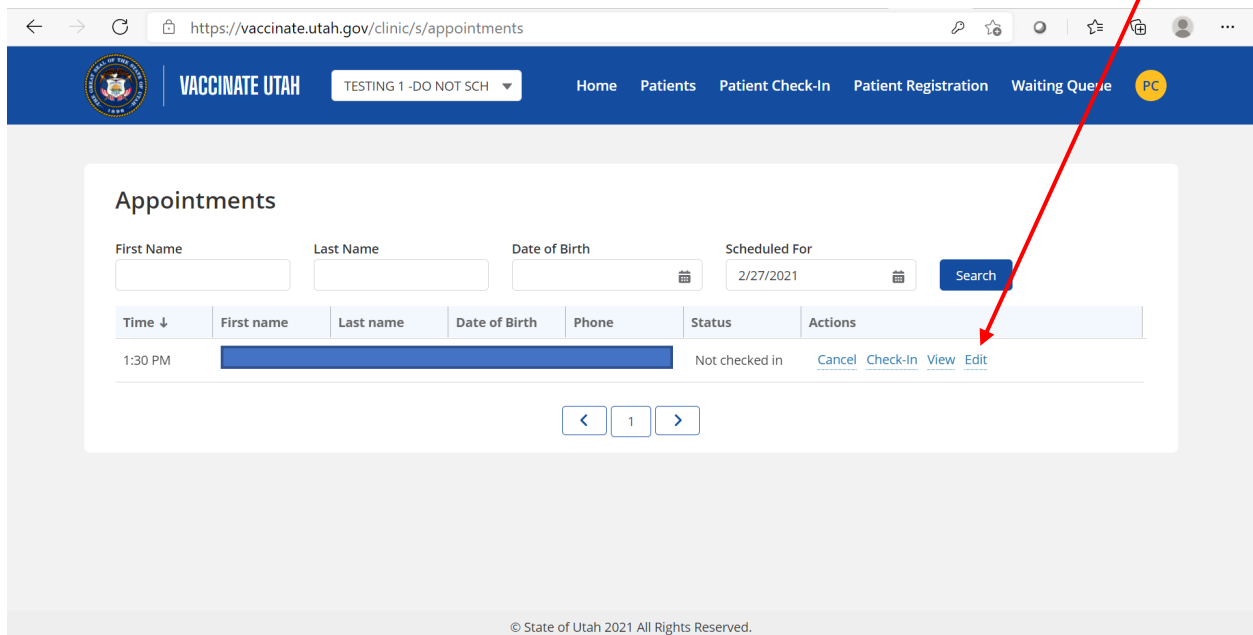
This must be done **PRIOR TO the final step of CHECK-IN**

During check-in, while confirming information, you may come across discrepancies in the demographic information that was entered. Before the final “Submit” button in the check-in process is completed, you can follow the steps below. If the patient has already been checked in, a lead, with clinic admin role, can follow the same steps to edit the demographics. As last resort, a vaccinator can do this too after check-in, but please avoid this if possible.

1. Click on Appointments



2. Search the patient by Name, Date of Birth, and/or scheduled date, and then click the “Edit”



3. You will get to the following screen and be able to edit the information, make sure to click “next” all the way through.

The screenshot shows a web application interface with a blue header. On the left, there is a 'VACCINATE' logo and a 'Waiting Queue' indicator with a 'PC' icon. The main content area is titled 'Edit Patient Details'. The form contains the following fields:

- * First Name: [Redacted]
- Middle Initial: L
- * Last Name: [Redacted]
- Mother's Maiden Name: [Redacted]
- * Gender: Male
- * Date of Birth: [Redacted] (with a calendar icon)
- Age: 43
- * Ethnicity: Not Hispanic/Latino
- * Race: White
- * Primary Phone Number: [Redacted]
- * E-mail: [Redacted]
- * Zipcode: 84115
- * Street Address: [Redacted]
- Apt/Suite: [Redacted]

A red arrow originates from the text 'make sure to click “next” all the way through.' and points directly to a blue 'Next' button located at the bottom right of the form. At the bottom of the page, there is a copyright notice: '© State of Utah 2021 All Rights Reserved.'

4. You can then go back to the home screen and check them in as usual