

## InTouch Flow Manager- Updating Self check-in patient's demographics

A patient that used the kiosk to check-in may be advised to go to reception if their details need updating.

Patients with  icon need correction with their demographic details.

**Note:** Patient's demographics details **MUST** be updated in PAS and **NOT** in Flow Manager

In Flow Manager:

Click the **Demographics Icon**



Demographics window will open. Check all the demographics tabs to confirm with the patient the details that need updating.

Go to Careflow PAS:

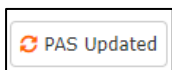
From **View Patient Reception**, right-click the patient's row then select **Edit Patient**

Ref	Service	Consultant	Outcome	Status
H110000476	RSCH OP Br	Vascular Surgery	Consultant	BROOKS, Micha... No Outco... 10 - First Acti
H110000910				BROOKS, Micha... No Outco... 10 - First Acti
H110000915				BROOKS, Micha... No Outco... 32 - Start of a
H110000496				BROOKS, Micha... No Outco... 32 - Start of a
H110000519				BROOKS, Micha... No Outco... 10 - First Acti
H110000599				BROOKS, Micha... No Outco... 10 - First Acti
H110000920				BROOKS, Micha... No Outco... 10 - First Acti
H110000550				BROOKS, Micha... No Outco...
H110000940				BROOKS, Micha... No Outco...
H110000644				BROOKS, Micha... No Outco... 10 - First Acti
H110000954				BROOKS, Micha... No Outco... 10 - First Acti
H110000572				BROOKS, Micha... No Outco... 10 - First Acti

Edit the patient's demographics then click **Save**.

Return to Flow Manager

Click the **PAS Updated** button.



The **Demographics updated** icon  will display.