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.
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Note: Patient's demographics details MUST be updated in PAS and NOT in Flow Manager	
In Flow	Demographics window will open. Check all the demographics tabs to confirm with
Manager:	the patient the details that need updating.
C C	SURANN KHAN (7) (Patient ID - K/766E NHS Number - 9021662106) Locatori - Vilage X
Click the	Demographics Actions & Alerts Journey Annual Calling Complete
Demographics	Patient Details More Details Custom Overtion
Icon	Calling Display Name SURAIN (NHAN Pager EUpdate Block Calling Desting Allers: Lupton
	Gender F
	DOB 21 Nov 1993 Title: MISS
	rits i natini. Subvisit Surname: KHAN Address 29 Cluits u Street
	Postcode: 81907H BIS278271
	Mobile Telephone:
	Email Address 1: Civil State: Single
	Work Telephone:
	Close Vipdate DAS Updated
	SURANN KHAN (F) (Fatlert ID - KJ765E NHS Number - 9021652106) Location - Village 🗙
	Demographics Actions 8 Alerts Journey Annual Calling Complete
	Patient Details More Details Custom Oversion
	GP Name: DR ROBERSON GP Practice: New
	Next Of Kin Name: MANDY SHAW Next Of Kin Relationship:
	Next Of Kin Address: 29 CHURCH STREET Next Of Kin Telephone:
	Religion: Denist Name:
	Dental Practice:
	Close ✓ Update C PAS Updated
Go to Careflow	
	H110000476 RCH OP Br Vasoular Surgery Consultant BROOKS, Micha No Outco 10 - First Activ
17.5.	H11000910 R C S O D E View Comments BROOKS, Micha No Outco 10 - First Activ
From Minut	H110000915 BROOKS, Micha No Outco 32 - Start of a Book in patient
From view	H110000496 R G SG D E DNA Outcome BROOKS, Micha No Outco 32 - Start of a
Patient	H11000519 Simple Outcome Book BOOKS, Micha No Outco 10 - First Activ
Reception,	H110000920 Cancel & rebook appointment BROOKS, Micha No Outco 10 - First Activ
right-click the	H110000550 Record Outcome BROOKS, Micha No Outco
patient's row	H110000940 Generate Communications BROOKS, Micha No Outco
then select Edit	H110000644 R Generate Clinic Forms BROOKS, Micha No Outco 10 - First Activ
Patient	H110000954 RESEDENT View Appointments BROOKS, Micha No Outco 10 - First Activ
	H110000572 RECORD Edit Patient BROOKS, Micha No Outco 10 - First Activ
	Edit the patient's demographics then click Save.
Return to Flow	
Manager	The Demographics updated Icon 🤽 will display.
Click the PAS	
Updated	
button	
C PAS Updated	