PERSON DIRECTORY QUICK REFERENCE:
How to Navigate and View in PD

Alberta Netcare ELECTRONIC HEALTH RECORD

PD Screen Symbols

1. PHN/ULI

This is the search criteria most likely to result in a "hit" or "best match". No other search criteria can be combined with the PHN/ULI. The dash is not required.

2. Last Name

Select *Last Name Search* type from the drop-down menu. Combine with other search criteria to narrow your search. Names are not upper or lower case dependent.

3. Alternate ID & Alternate ID Type

Combine with a type selected from the drop-down menu. If it does not return a match, it doesn't necessarily mean that the person is not in PD. Not all Alternate IDs are entered for everyone in PD. No other search criteria can be combined with Alternate ID.

4. View or Edit

View confirms your "**View**" **Access Permission Level** on the **View Person** screen.

Edit confirms your "**View and Update**" **Access Permission Level** on the **View/Update Person** screen.

Person Search Criteria

PHN/ULI: _____ *

or

Last Name: _____ *
Last Name Search is: [Exact ▾]
First Name: _____
Middle Name: _____
Alternate ID Type: [-- Select Alternate ID Type -- ▾]
Alternate ID: _____ *

Date of Birth: _____ (YYYY-MMM-DD)
Age Range: ___ to ___
Gender: [Any ▾]
Phone Number: _____
City: _____
Vital Status: [Any ▾]

* One of these fields must be filled in

White,Marcus Michael ⓥ
Validated
PHN/ULI:49807-1114

Person Directory

View Person

Name and Person Details: [view...]
Preferred Name: White, Marcus Michael
Gender: Male
Date of Birth: 1953-Sep-30
Added in Error: No
[view all names...]

Address and Phone Numbers:
Residential/Mailing: 6984 122 Ave Nw
Edmonton, Alberta
Canada
T5J 2N3
As of: 2009-Jun-12

Residential/Telephone: 001 (780) 425-1234
As of: 2009-Jun-12

[view all addresses and phone numbers...]

Eligibility:
Current Eligibility Start Date: 2009-Jan-01
[view eligibility...]

Additional Information:
- Alberta Personal Health Card Requests
- Merge Potential Duplicates
- Registration Validation
- Residency

5. Additional Information

These links are available on all **View** or **View/Update** screens:

Alberta Personal Health Card Requests – provides Current Eligibility Start Date and a history of PHN Card Requests.

Merge Potential Duplicates — option to request a link of two records as they are for the same person.

Symbol	Description
Ⓥ	**Validated** — The person's identity has been validated in the Central Stakeholder Registry (CSR).
Ⓔ	**Added in Error** — As of Sep 18, 2009, new records can no longer be marked as *Added in Error* within PD. If a newly added person record is a duplicate (the record already exists in PD), click *Merge Potential Duplicates* to submit a request to link the two records. If a newly added person record has been added by mistake, contact the Provincial Help Desk at 780-427- 1494.
Ⓓ	**Deceased** — May include a "Validated" or "Notified" (not validated) reference next to the date of Death.
Ⓢ	**Secondary ULI** — A linked record exists. This symbol signifies a link the ULI is a Secondary ULI. The Secondary ULI is linked to the Primary ULI.
Ⓑ	**Bad Address** — The address on the file is incorrect.

5. Additional Information

The following information links may not be available for everyone:

Alternate IDs — Displays information on the alternate types of identification numbers recorded for this person.

Residency — Displays Residency Information.

Secondary ULIs — Sometimes a person has two PHN/ULI records. When a request to merge a duplicate is processed, the two records are linked. One becomes the Primary ULI and the other is the Secondary ULI. Secondary ULIs are not updated once they are identified as Secondary ULIs.

Newborn — Displays newborn information for babies (born in Alberta) and 28 days or under. Only available for those with Newborn Access.

Registration Validation – Only displays when required documentation has been completed.

VIEWING DEMOGRAPHIC DATA

Who can View Demographic Data?

The following ANP User Roles have access to view demographic data:

- Admin 1, Admin 2, Admin3, Admin 4 and Admin 5.

- Clinical 1, Clinical 2, Clinical 4, Clinical 8, Clinical 9, Clinical 10, Clinical 12

- Pharmacy 2, Pharmacy 4, and Pharmacy 5.

How do I View Demographic Data?

Once you have found the person you are searching for, you can view their demographic data through the View Person screen.

1. The person's preferred name is displayed in the top left of the screen. If they have another name, this information will be show in the Name and Person Details.

2. When there are two PHN/ULIs displayed on the screen, this indicates that the person had two records that are now linked. One PHN became the Primary Record and the second record became the Secondary ULI.

3. Name and Person Details may be viewed under *View* – Preferred Names, Date of Birth, and Date of Death Information. *View all names* to see alias, legal and maiden names.

4. Address and Phone Numbers may be viewed under View All Address and Phone Numbers.

5. View Eligibility indicates the date on which a person is covered under the Alberta Health Care Insurance Plan (AHCIP).

6. Additional Information links to other demographic data.

Please be aware that all access to patient information within PD is monitored and audited.

Note: To learn how to view and/ or update Newborn information refer to **PD Quick References; How to Search and View a Newborn, How to Add/ Update a Newborn**.

To learn how to add a person or update demographic data in PD, refer to **PD Quick References; How to Add a Person, How to Update Demographic Data.**

All Quick Reference documents are available in the Alberta Netcare Portal Learning Centre.