

This quick reference provides instructions for viewing patient demographic information in Alberta Netcare Portal (ANP).

TIP

If you notice an error in a patient's demographic data, refer to the quick reference [How to Submit a Data Inquiry](#).

Options for Viewing Patient Demographics

NOTE

Access to the following applications and functionalities is dependent on your ANP user role.

Person Directory (PD)

Person Directory

Open

PD is considered the source of truth for patient demographic data and Alberta Health Care Insurance Plan (AHCIP) information. Users can view and update patient demographics directly in PD. To learn how to update patient demographics in PD, refer to the quick reference [How to Update Demographic Data](#).

Search Results Information


To help you identify the correct patient, patient search results appear as follows:

PHN / ULI	Name	Birthdate	Age	Gender	Address	Town/City	Phone No
42534-6114	SIMPSON, George	22-Jun-1930	88 years	M	512 10 Avenue SW	Calgary	403 555-6789

If it is the correct patient, click anywhere on the line with the patient's name to open their record.

Context Banner

SIMPSON, GEORGE DATE OF BIRTH: 22-Jun-1930 (91y) SEX: M ULI: 425346114 One Training LOGOUT			
NO CPAR PRIMARY PROVIDER more...	PATIENT PRIMARY ADDRESS 512 10 Avenue SW Calgary, AB T2N0Z9 more...	PATIENT MAILING ADDRESS 512 10 Avenue SW Calgary, AB T2N0Z9 more...	PATIENT HOME 403 555-6789 WORK 587 333-0000 CELL/ALTERNATE more...

When you open a patient's record their demographic information is displayed at the top of the page. Click  to expand.

My Patient Layout

BLACK, Edward Date of Birth: 15-Jan-1912 Age: 112 years Sex: M Eligibility Start Date: 15-Mar-2013 Address (Primary): 8205 108 Avenue, Edmonton, AB, CANADA, T2N 0Z9 AHI Address (Mailing): 8205 108 Avenue, Edmonton, AB, CANADA, T2N 0Z9		Home Phone: (780)555-1234 Work Phone: (780)555-4321 Cell/Alternate Phone: 5874440000
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My Patient Layout serves as the landing page when accessing a patient's record. By default, it provides a snapshot of the patient's demographic information, which includes first and last name, age, gender, address and phone number(s). The patient's AHCIP eligibility start date is also indicated. (To view eligibility history, you must have PD access.)

For an expanded view of patient demographics, click **More**. To return to the basic view, click **Back**.

More...

The expanded view includes:

- Medical Record Numbers (MRN) or additional Unique Lifetime Identifiers (ULI)/Personal Health Numbers (PHN)
- Temporary mailing address(es)
- Patient alias(es)
- Previous identifying health numbers
- Contact phone numbers

To print My Patient Layout, click **Print** in the basic or expanded view.

TIP

To learn how to customize My Patient Layout, refer to the quick reference [How to Customize User Preferences](#).