

This quick reference provides instructions for adding a person to Person Directory (PD).

Four out of the five registration types are covered. Adding a newborn is covered in the quick reference "[Registering/ Updating a Newborn](#)."

Authorized Permission Levels

The following Alberta Netcare permission levels can add a person in PD:

- Admin 1
- Admin 2
- Clinical 8
- Clinical 10

Registration Types

There are five registration types in PD.

- 1 Newborn** (born in Alberta, 28 days or under) – Consult the quick reference "[Registering/ Updating a Newborn](#)."
- 2 Visitor to Alberta** (e.g., out of province or out of country).
- 3 Federally insured** (for Canadian forces, federal inmates, federally insured refugees).
- 4 Alberta resident** (e.g., new resident or not previous registered).
- 5 Dependent child** (of already registered parent, e.g., adopted).

Search First/Duplicate Checking

NOTE

Any person who has had contact with the Primary & Preventative Health Services (PPHS) system will have a Unique Lifetime Identifier (ULI) or a Personal Health Number (PHN).

- 1** Log into Alberta Netcare Portal (ANP), access PD and search for the individual by completing as many of the search criteria as possible to prevent duplicates. Click **Search**.

Click the name of the applicable individual. If the search returns no results, click **Add Person**.

Add Person by Registration Type

Varying demographic data fields will appear based on the selected registration type.

VISITOR TO ALBERTA

Preferred Name: First and last name

Additional Information

- Gender,
- Date and province of birth

NOTE

Date of birth is mandatory if the person is visiting Alberta from within Canada.

Residential Address

- Civic mailing address or delivery installation address

Phone Number

- Usage (residential, personal, or business),
- Type (telephone, cellular phone, fax, beeper, teletype)
- Phone number OR international phone.
- Start date

Visiting from within Canada

- Select **Out of Province ID Type** and enter ID number
- or check **Out of Province ID not provided**

Visiting from Outside Canada

- Select country of origin and enter date of entry into Canada

FEDERALLY INSURED

Federally insured persons include members of the Canadian Forces, inmates in a federal penitentiary and federally insured refugees.

Preferred Name: First and last name

Person Details

- Gender
- Date and province of birth (choose outside AB or inside AB)
- Choose alternate ID type (Canadian Forces Number or Veterans Affairs Canada Number) and enter Alternate ID number.

Residential Address

- Civic Mailing Address or Delivery Installation Address

Phone Number:

- Usage (residential, personal, or business.)
- Type (telephone, cellular phone, fax, beeper, or teletype)
- Phone number OR international phone
- Start date

RESIDENT OF ALBERTA

Registration Date: Defaults to current date

Preferred Name: First and last name

Person Details:

- Gender
- Date and province of birth
- Marital status
- Province/state of origin
- Country of origin
- Alberta entry date
- Canada entry date
- Alternate ID type and number, if applicable

Residential Address: Choose Civic Mailing Address or Delivery Installation Address.

Residential Phone Number: Phone Number:

- Usage (residential, personal, or business.)
- Type (telephone, cellular phone, fax, beeper, or teletype)
- Phone number OR international phone

- Start date

DEPENDENT CHILD (OF ALREADY REGISTERED PARENT)

This registration type is used to add a dependent child for a person with Alberta Health Care Insurance Plan (AHCIP) eligibility.

NOTE

This function cannot be used if the child is older than 16 years.

Parent/Guardian Information: Enter PHN/ULI of the parent or guardian. If the PHN/ULI is not available, use the PHN/ULI search function.

Dependent Child Information:

- Registration date defaults to today
- Dependent Reason (adopted, custody, guardianship, or parent of)
- Enter date placed in care

Preferred Name:

- First, last and middle name. Enter suffix if applicable

Person Details:

- Gender,
- Date and province of birth
- Province/state of origin
- Country of origin,
- Alberta entry date
- Canada entry date
- Out-of-province ID type and out-of-province ID