

PERSON DIRECTORY QUICK REFERENCE:

How to Add a Person to PD

This Quick Reference document provides instructions on how to add a person to Person Directory (PD). Four out of the five registration types will be covered in this Quick Reference. *Adding a Newborn is covered in its own Quick Reference.*

Who Can Add a Person in PD?

Permission Levels required: **Admin 1, Admin 2, Clinical 8 or Clinical 10.**

What are Registration Types?

There are five registration types that are used to "Add a Person" in PD.



1. Newborn (born in Alberta, 28 days or under) – Refer to PD Quick Reference: *Adding/ Updating a Newborn.*
2. Visitor to Alberta (ex. out of province or out of country).
3. Federally Insured (Canadian forces, Federal Inmates, Federally Insured Refugees).
4. Resident of Alberta (ex. new resident or not previous registered).
5. Dependant Child (of already registered parent, ex. adopted).

Search First/ Duplicate Checking

Note: Remember that a person who has had any contact with the Alberta Health system would have a Unique Lifetime Identifier (ULI) or a Personal Health Number (PHN).

1. Log in to the Alberta Netcare Portal, access PD, and search for the person. Complete as many of the search criteria as possible, and then click **Search** to have PD check for potential duplicates.
 - a. If search results are none, click on the add person link.
 - b. If you cannot see the person's name in the add list, click on **Add Person** button.

Add a Person based on Registration Type

Each registration type displays a relevant screen for demographic data entry. The registration type determines what follow-up action is to be taken by Alberta Health, such as issuing a letter.

VISITOR TO ALBERTA

This registration type is used to enter the information needed to add a visitor to Alberta to the Person Directory. It is presented when **Visitor to Alberta** has been clicked on the **Add Person** screen.

Preferred Name: Enter Last Name and First Name.

Additional Information: Enter Gender, Date of birth and Province of Birth. *Date of Birth is mandatory if the person is visiting Alberta from within Canada.*

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

Phone Number: Choose Usage **Residential, Personal, or Business**, Choose Type **Telephone, Cellular Phone, Fax Line, Beeper, Teletype**. Enter Phone Number OR International Phone. Enter Start Date.

Visiting from within Canada: Select **Out of Province ID Type** and **Enter ID Number** or check Out of Province ID not provided.

OR

Visiting from Outside Canada: Select **Country of Origin** and **Enter Date of Entry into Canada.**

FEDERALLY INSURED

This registration type is used to enter the information needed to add a Federally Insured Person to the Person Directory. Federally insured persons include members of the Canadian Forces, inmates in a Federal Penitentiary and Federally Insured Refugees.

Preferred Name: Enter Last Name and First Name.

Person Details: Gender, Date of Birth 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: Choose Civic Mailing Address or Delivery Installation Address.

Phone Number: Choose Usage *Residential, Personal, or Business*. Choose Type *Telephone, Cellular Phone, Fax Line, Beeper, or Teletype*. Enter Phone Number OR International Phone. Enter Start Date.

RESIDENT OF ALBERTA

This screen is used to enter the information required to add a resident of Alberta to the Person Directory.

Registration Date: Defaults to current date.

Preferred Name: Enter Last Name and First Name.

Person Details: Enter Gender, Date of Birth, Province of Birth, Marital Status, Province/State of Origin, Country of Origin, Alberta Entry Date, Canada Entry Date, Alternate ID Type and Number.

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

Residential Phone Number: Choose Usage; *Residential, Personal, or Business*. Choose Type; *Telephone, Cellular Phone, Fax Line, Beeper, or Teletype*. Enter Phone Number OR International Phone. Enter Start Date.

DEPENDANT CHILD (OF ALREADY REGISTERED PARENT)

This registration type is used to enter the information required to add a dependant child of a person with eligibility with the Alberta Health Care Insurance Plan. It is presented when Dependant Child has been clicked on the Add Person screen. This function cannot be used when the child is older than 16 years of age.

Parent/Guardian Information: Enter PHN/ULI of the parent or guardian. If the PHN/ULI is not available, the function provides search capabilities to locate the number.

Dependant Child Information: Registration Date defaults to today. Choose Dependant Reason Adopted, Custody, Guardianship, or Parent Of. Enter Date Placed in Care.

Preferred Name: Enter Last Name, First Name and Middle Name. Enter Suffix if applicable.

Person Details: Enter Gender, Date of Birth, 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.