

This quick reference provides instructions on navigating and viewing patient information in the Person Directory (PD) application.

Person Directory

Person Search Criteria

1 PHN/ULI: *

or

2 Last Name: * Date of Birth: (YYYY-MM-DD)

Last Name Search is: Last Name Search is:

Age Range: to

First Name: Gender:

Middle Name: Phone Number:

3 Alternate ID Type: City:

Alternate ID: Vital Status:

* One of these fields must be filled in

Legend

- 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.
 - 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.
 - Alternate ID & Alternate ID Type:** If no match is found, it does not necessarily indicate the person is not in PD. Not all individuals in PD have alternate IDs entered. No other search criteria can be combined with the alternate ID.
 - View or Edit:** "View" confirms your viewing permission level on the **View Person** page. "Edit" confirms your viewing and updating permission level on the **View/Update Person** page.
- Additional Information:** These links are available on all **View** or **View/Update** pages:
- 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.

White, Marcus Michael  Person Directory






Validated
PHN/ULI: 49807-1114

View Person 4

| | |
|---|---|
| <p>Name and Person Details: [view...]</p> <p>Preferred Name: White, Marcus Michael</p> <p>Gender: Male</p> <p>Date of Birth: 1953-Sep-30</p> <p>Added in Error: No [view all names...]</p> <p>Address and Phone Numbers:</p> <p>Residential/Mailing: 6984 122 Ave Nw Edmonton, Alberta Canada T5J 2N3 As of: 2009-Jun-12</p> <p>Residential/Telephone: 001 (780) 425-1234 As of: 2009-Jun-12</p> <p>[view all addresses and phone numbers...]</p> | <p>Eligibility:</p> <p>Current Eligibility Start Date: 2009-Jan-01 [view eligibility...]</p> <p>Additional Information:</p> <ul style="list-style-type: none"> Alberta Personal Health Card Requests Merge Potential Duplicates Registration Validation Residency <p style="text-align: right;">5</p> |
|---|---|

Viewing Demographic Data

PD Symbols

| Icon | 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 Service Desk at 1-877-931-1638, 24/7 . |
|  | 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 the ULI is a secondary ULI. The secondary ULI is linked to the primary ULI. |
|  | Bad Address: The address on the file is incorrect. |

Who Can View Demographic Data?

The following Alberta Netcare user roles can view demographic data:

- Admin 1, 2, 3, 4, 5
- Clinical 1, 2, 4, 8, 9, 10, 12
- Pharmacy 2, 4, 5

How Can I View Demographic Data?

Once you find the person you are searching for, you can view their demographic data on the **View Person** page.

Johnson, Anita Person Directory
(Johnson, Capt. Alice Elaine)
PHN/ULI: 21336-1104 (Secondary) 0507-9004

View Person

Name and Person Details: [view...]
Preferred Name: Johnson, Anita
Gender: Female
Date of Birth: 1975-Dec-23 (Validated)
Added in Error: No [view all names...]

Address and Phone Numbers:
Residential/Mailing: 47043 Any Street
Edmonton, Alberta
Canada
T5T 4A2
As of: 2001-Oct-27
Residential/Telephone: 001 (403) 487-7661
As of: 2001-Oct-30
[view all addresses and phone numbers...]

Eligibility:
Not Currently Eligible [view eligibility...]

Additional Information:
• [Alberta Personal Health Card Requests](#)
• [Alternate IDs](#)
• [Merge Potential Duplicates](#)
• [Residency](#)
• [Secondary ULIs](#)

Back New Search

Legend

- 1 The person's preferred name is displayed in the top left of the page. If they have another name, this information will display in **Name and Person Details**.
- 2 When there are two PHN/ULIs displayed on the screen this indicates the person has two records which are now linked. One PHN is designated as primary.

- 3 Click **view** to see the **Name and Person Details** page: 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 can be viewed under **View All Address and Phone Numbers**.
- View Eligibility** indicates the date on which Alberta Health Care Insurance Plan (AHCIP) coverage began.
- 5 **Note:** Eligibility history will not be displayed if the individual has not had AHCIP coverage for more than 2 years.
- 6 **Additional Information** links to other demographic data.

The following may not be available to all users:

| | |
|--------------------------------|---|
| 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. Secondary ULIs are not updated once they are identified as such. |
| Newborn | Displays newborn information for babies (born in Alberta) who are 28 days old or under. This function is only available for those with newborn access. |
| Registration Validation | Only displays when the required documentation has been completed |

REMINDER

All access to patient information within PD is monitored and audited.

TIP

Additional PD resources are available on the [Alberta Netcare Learning Centre](#).