

This quick reference provides instructions for updating demographic data in the Person Directory (PD) application.

Demographic Data Updates

Members of the public can update their demographic information by submitting an online form to Alberta Health or by visiting an Alberta registry agent office.

A list of registry agents and current forms is available on the [Alberta Health public website](#).

Permission Level Requirements for Updating Demographic Data

- Admin 1, 2
- Clinical 8, 10

Demographic Data Included in PD

The **View/Update Person** section provides access to the following data categories:

- Name and person details
- Address & phone numbers
- Eligibility (view only)
- Additional Information:
 - Newborn information (90 days)
 - Alberta Personal Health Card requests
 - Alternate IDs
 - Merge potential duplicates
 - Registration validation
 - Residency
 - Secondary ULLs

Identity Validation

Once a person's identity has been validated in the Ministry's source system, the Central Stakeholder Registry (CSR), **PD users cannot modify**:

- Preferred title
- First, last, or middle name
- Suffix
- Gender
- Date of birth

Date of Death Validation

PD users can validate a person's date of death (DOD) by verifying supporting documentation.

How to Update Person Information

Update Name and Person Details

Log into Alberta Netcare Portal (ANP) > Access PD > Search for the person

The screenshot shows the 'View/Update Person' interface for a person named Norton, Karen Dawn. The page is divided into several sections:

- Name and Person Details:** Preferred Name: Norton, Karen Dawn; Gender: Female; Date of Birth: 1990-Nov-09; Added in Error: No. There is a link to 'view all names...'
- Address and Phone Numbers:** Residential/Mailing: 10932 73 Ave Nw, Edmonton, Alberta, Canada T6G 0C2, As of: 2003-Feb-14. Residential/Telephone: 001 (403) 282-1984, As of: 1991-Dec-01. There is a link to 'view all addresses and phone numbers...'
- Eligibility:** Current Eligibility Start Date: 2002-Oct-01. There is a link to 'view eligibility...'
- Additional Information:** A list of links including 'Alberta Personal Health Card Requests', 'Alternate IDs', 'Merge Potential Duplicates', 'Registration Validation', 'Residency', and 'Secondary ULLs'.

At the bottom of the page, there are 'Back' and 'New Search' buttons, and the 'Government of Alberta' logo.

Preferred Name

From the **View/Update Person** page, click **edit** to update the preferred name and person details or **view all names** to add other name types, such as alias, legal or maiden name.

Date of Birth Details

Once recorded and validated, the date cannot be changed without additional validation documents.

Date of Death Details

If a date of death has been recorded using validating documentation, "**Validated**" appears to the right of the date. If a date has been entered but not validated, "**Notified**" appears to the right of the date. Once validated, this information cannot be changed without additional validation documents. To change the date of death enter:

- Date of death

- Document type (validating documents are certificate of death, medical certificate of death and registration of death)
- Issuing authority (e.g., Alberta, BC) from the validating document
- Effective date or expiry date of the document

NOTE

See Page 3 and 4 for an explanation of the address fields for Civic and Delivery.

Update Address and Phone Numbers

Several individuals may share the same residential mailing address and/or phone number. Ensure you only update the persons requiring a change to their demographic data.

Update address information before updating phone information in case more than one person is changing address. If you update an address a second time within a week, PD will display a warning.

Address Types

- A **civic mailing address** is usually an urban address.
- A **delivery installation address** is used for rural route address, post office box address, and general delivery addresses. When a delivery site address is used, a physical address is also required.
- A **physical address** is collected when an Alberta resident provides a PO Box or to collect a foreign address under physical address and use the residential mailing address as a contact address in Canada.

How to Edit Address Information

From the **View/Update Person** page:

- Click **edit** to update residential/mailling address information, OR
- Click **view all addresses and phone numbers** to add physical addresses and/or phone numbers.

NOTE

This option can be used to update or add phone details without updating address information.

- Edit address and phone information then click **Submit**.

CIVIC MAILING ADDRESS

© Civic Mailing Address: **k**

a MARKETING DEPT
Extra Address Information

c 2002 **d** B **e** 32A **f** Avenue **g** North West
Number (e.g. 11) Suffix Name (e.g. Millwoods) Type Direction

b Suite **i** 10
Unit Type Unit Number (e.g. 10)

h EDMONTON **i** * Alberta
City Province/State

Canada
Country

j T6T 1X1
Postal/Zip Code

K.D. Norton

35 BRACO ST.
OTTAWA, ON K2L 1G6

Stamp

a
b
c
d
e
f
g

John Jones
 Marketing Dept.
 10-2002B 32A Avenue NW
 Edmonton, AB T6T 1X1

h
i
j

Field Explanations

- a** The **Extra Address Information** is optional data that a mailer may wish to include (title, floor, department, etc.). It is always placed above the civic address.
- b** The **Unit Number** is placed before the civic number with a hyphen between, OR after the street type, using an acceptable Unit Identifier (ex. Unit, Suite, Apt 10).
- c** The **Civic Number** is the official number assigned to an address by the municipality (ex. 2002 is the building number).
- d** When a **Civic Number Suffix** is present, there is no space when it is alpha (2002B), and there is one space when it is a fraction (123 1/2).
- e** The **Street Name** is the official name recognized by each municipality and should not be translated (ex. Street is not Rue). Ensure street names are entered correctly (ex. For Millwoods Road: "Millwoods" would be entered for Street Name and "Road" would be entered for Street Type. For a street or avenue number, enter the number (32) here and select the appropriate description from Street Type).
- f** The **Street Type** is provided by the municipality. The street type is also the street name (ex. THE PARKWAY).
- g** The **Street direction** is spelled out (ex. North, North West)
- h** The **City** is the official municipality name.
- i** **Province** defaults to Alberta (country defaults to Canada).
- j** **Postal Code** (no space required).
- k** **Suggest Addresses** – By entering a partial address or postal code and clicking on **Suggest Addresses**, the system will display verified address options for you to select from.

This information is an excerpt from the Canada Post Website. Some information has been modified based on PD business rules. For more information refer to the [Canada Post Addressing Guidelines](#).

DELIVERY INSTALLATION ADDRESS

g **Delivery Installation Address:**

a 53126 Range Road 222
Extra Address Information

b Post Office Box
Mode of Delivery (e.g. PO Box) *Mode of Delivery Identifier (e.g. 12)*

c Station
Delivery Installation Type (e.g. STN) Qualifier (e.g. 'A') *Delivery Installation Area*

d Ardrossan **e**
City *Province/State*

Country

f T8E 2A2
Postal/Zip Code

K.D. Norton
35 BRACD ST.
OTTAWA, ON K2L 1B6

John Jones
53129 Range Road 222
Post Office Box 25, Station Main
Ardrossan, AB T8E 2A2



Field Explanations

- a** The **Extra Address Information** is optional data that a mailer may wish to include (title, floor, department, etc.). It is always placed above the civic address.
- b** The **Mode of Delivery plus Identifier** indicates the type of service offered, method of delivery for a non-civic address such as case postal, general delivery, mobile route, post Office Box, Rural Route and Suburban Service.
- c** The **Delivery Installation Type plus Station Identifier** indicates the type of Canada Post delivery station, such as commercial dealership outlet, community mail centre, letter carrier depot, post office or retail post office.

NOTE This is an optional field in PD.

The **Delivery Installation Area** is only required if the area is different from the municipality.

- d** The **City** is the official municipality name.
- e** The **province** defaults to Alberta (Country defaults to Canada).
- f** The **Postal Code** (no space required).
- g** **Suggest Addresses:** By entering a partial address or postal code and clicking on **Suggest Addresses**, the system will display verified address options for you to select from.

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ELIGIBILITY (VIEW ONLY)

Alberta Health Care Insurance Plan (AHCIP) eligibility is identified on the **View/Update Person** or **View Person** pages. Only Alberta Health personnel or an authorized Alberta registry agent office can update AHCIP coverage. Please note that if a person's record has future dated eligibility, "Not Currently Eligible" will still be displayed on the main **View Person** page. Click **view eligibility** to see future dated eligibility.

To request a new Alberta Personal Health Card see below.

ADDITIONAL INFORMATION

How to Update Additional Information

Additional Information	Description
Alberta Personal Health Card Requests	This links to a Request Alberta Personal Health Card page. It displays the history of requests. When you click the Request Alberta Personal Health Card button, a request is sent to Alberta Health for a card to be sent out to that person. This is only available when the person is eligible for Alberta Health Care Insurance.
Alias Name	Click view all names from the View Person page, then click Add name .
Alternate IDs	Alternate IDs can be recorded for other provincial or territory health numbers, Canadian forces number, treaty number or veteran affairs number. As of June 2011, if you are a visitor to Alberta, you will only see a list of provincial and territories health numbers. If you are a federally insured person, you will only see Canadian Forces, treaty, and veteran affairs types in the list.
Merge Potential Duplicates	Displays the request Merge Potential Duplicates . If two health care numbers have been assigned to one person, they can be linked using this function. One PHN/ULI will become the primary while the other will become the secondary. This ensures that any test results or medication information are still linked to that individual.
Registration Validation (view only)	This displays the status of a person's AHCIP eligibility documentation.
Residency	On the View/Update Residency page you can enter a person's Alberta entry date and Canada entry date. You can also enter the departure from Alberta date and destination province/state/country, if applicable.
Secondary ULIs	The secondary ULI information will only display if there is a secondary ULI which occurs when a merge (link) has occurred for this person. (See Merge Potential Duplicates .)