

# Quick Reference Guide: Editing a Patient Record

Last Revised: 05/2024

This quick reference guide outlines the process for editing a patient record in the Wyoming Immunization Registry (WyIR).

Please follow these instructions when completing a patient record to ensure accurate information. Data entry errors can make it difficult or impossible for providers to access accurate records from the WyIR to use for patient care or record requests. Pay careful attention to spelling and numbers, and double-check your work.

## Update or edit a patient record:

Update or edit a patient record using the guidance below.

1. Search for the patient in the WyIR. See the Quick [Reference Guide: Search for a Patient](#) document.
2. Select the appropriate patient from the search results by clicking the patient's name.
3. On the "Patient Demographics Master View" page, click the "Edit" button at the bottom.
4. The "Patient Demographic Edit" page displays, and all fields can now be edited.
5. Make the appropriate modifications. Use the most up-to-date, legal information when updating information.
6. Click "Save" to keep the changes or "Cancel" to go back to the previous screen.

The screenshot shows the 'Patient Search' interface. On the left is a navigation menu with 'Patient' circled in red. The main area contains search fields for 'First Name or Initial' (timmy), 'Last Name or Initial' (test), 'Birth Date', 'ID', 'SIIS Patient ID / Bar Code', and 'Chart Number'. Below these are fields for 'Family and Address Information' including 'Guardian First Name', 'Mother's Maiden Name', 'Street', 'City', 'State', 'Zip Code', 'Phone Number', and 'Country' (United States). A note explains wildcard characters. At the bottom, a 'Patient Search Results' table shows one record for 'TIMMY TEST' with birth date '07/13/2007' and city 'CHEYENNE'.

First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
TIMMY		TEST	07/13/2007	CHEYENNE		



**IMMUNIZATION  
UNIT**

Wyoming Department of Health  
Immunization Unit  
(307) 777-7952  
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Patient Demographics				
<b>Record Info</b>				
SIS Patient ID: [REDACTED]				
Organization (IRMS) Owner: [REDACTED]				
Facility Owner: [REDACTED]				
Entry Date: [REDACTED] Last Update: [REDACTED]				
<b>Status</b>				
<b>Patient Status:</b> Inactive				
<b>Patient</b>				
First Name:	TIMMY	Race:		
Middle Name:		Ethnicity:		
Last Name:	TEST	Language:		
Suffix:		Medicaid #:		
Birth Date:		Multi Birth Indicator:	N	
Birth File #:		Birth Order:		
Age:	11 yrs	Military:		
Reminder/Recall Publicity Code:		Recall Attempts:	0	
Sex:	MALE	WyVIP status:	Not VFC Eligible	
Mother Maiden Nm:		Vaccine Supply:	PRIVATE	
<b>Primary Address</b>				
Address 1:	6101 YELLOWSTONE ROAD	Address 2:	STE 420	
City:	CHEYENNE	State:	WY	
Zip Code:	82002			
Email:				
Country:	United States	County/Parish:	LARAMIE	
<b>Patient Phone Number(s)</b>				
Phone Number	Extension:	Phone Use Code	Equipment Type	Primary
		Work number	Telephone	N
<b>Family &amp; Contact</b>				
Guardian 1 First:	MOTHERDEAR	Guardian 2 First:		
Guardian 1 Middle:		Guardian 2 Last:		
Guardian 1 Last:				
Phone Number	Phone Use Code	Equipment Type		
<b>+ Secondary Patient Demographics</b>				
<b>+ School</b>				
<b>+ Primary Insurance</b>				
<b>+ Medical Home</b>				
<b>+ Birth &amp; Death</b>				
<b>+ Patient Specific Reports</b>				
<input type="button" value="Edit High Risk Categories"/> <span style="float: right;"> <input type="button" value="Update Programs"/> <input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add to Queue"/> </span>				

**Patient demographics fields:**

**Required Fields:** If a user wishes to edit a patient record, the system will not allow changes to be submitted unless data has been provided for all the required fields.

1. First name and last name: The patient's legal first, middle, and last name should be the only name used. Nicknames, aliases, or shortened names should never be used. For example, Use Michael, not Mike, or Robert, not Bob.
2. Birth date
3. Sex
4. Address and city
5. If a phone number is not already provided, it is also required. The patient demographics will not be saved unless this information is provided.

\*\* To save changes to a patient's record, a guardian's first name or social security number must be provided for patients under 19.

**Non-Required Fields:** Although not required, all other available fields on the patient demographic edit page can be completed. Any information that fits into these non-required fields is encouraged to be completed to help maintain comprehensive and accurate records for a patient.



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**Resources:**

[Quick Reference Guide: Search for a Patient](#)

Questions? Please contact the WyIR Help Desk: at 833-231-1451 or [wyr.helpdesk@wyo.gov](mailto:wyr.helpdesk@wyo.gov).



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