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:

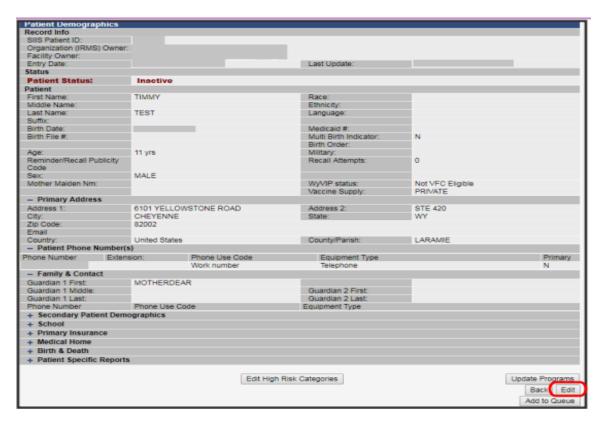
Update or edit a patient record using the guidance below.

- Search for the patient in the WylR. See the Quick <u>Reference Guide: Search for a Patient</u> document.
- 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.









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.

- 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
- 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.







Resources:

Quick Reference Guide: Search for a Patient

Questions? Please contact the WylR Help Desk: at 833-231-1451 or wyir.helpdesk@wyo.gov.





