

Quick Reference Guide: Patient Alias

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The “Patient Alias” field is a data field on the “Patient Demographic” page in the WylR. This data field should be used to record any names a patient may use outside of their legal name. Aliases include names such as nicknames, previous names as a result of a name change, and abbreviated names. Patient’s legal names should always be recorded in the primary “First, Middle, and Last Name” fields on the “Patient Demographic Master View” page. The “Patient Alias” field is included in patient searches.

To add a patient alias to a patient record:

1. Search for a patient in the WylR. For help with this step, see the [Quick Reference Guide: Search for a Patient](#).
2. On the “Patient Demographic Master View” page for the selected patient, click “Edit” in the bottom right corner.
3. On the “Patient Demographics Edit” page, scroll down to the “Alias” drop-down menu.



A screenshot of the 'Patient Demographics Edit' page. It shows a vertical list of menu items: '+ Patient Phone Number(s)', '+ Family & Contact', '+ Alias', and '+ Secondary Patient Demographics'. The '+ Alias' item is highlighted with a red box.

4. Enter the patient's first and last name into the appropriate fields.



A screenshot of the 'Alias' form. It shows a header '- Alias' and two input fields: 'First Name' and 'Last Name'. The 'First Name' field contains the text 'AL' and the 'Last Name' field contains the text 'NICKNAME'. Both field labels are highlighted with red boxes.

5. Click “Save” in the bottom right corner.

Searching for a patient with a patient alias

1. Conduct a patient search in the WylR using the appropriate steps. For help with this step, see the [Quick Reference Guide: Search for a Patient](#).
 - a. In the search parameters, the patient alias names can be used in the first and last name boxes to populate patients with those names listed in the alias field. (For example, if a patient’s legal first name is Margaret, and the patient’s alias first name is Maggie, either Margaret or Maggie can be used to search for this patient.)

Resources:

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

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



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