

# WELFORD CHART NOTES NEWSLETTER

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## **RECORD EMERGENCY CONTACTS, E-MAIL, AND CELL PHONES** (*User's Manual, pgs. 1025-1026*)

Version 5.3 lets you record emergency contact information, e-mail addresses, and cell phone numbers for your patients. Let's give this a try:

1. Press

**Name Editor**

Demographics | Formularies | Pictures | Emergency | Insurance

Name: ERICKSON, KELLY Age: 75

Birthdate: 02-02-1933 Sex: F Hon: Miss

Code No.: 12345 Race: Unspecified

Activity: Active Primary MD: McFadden, Beverly MD

Address: 1313 Mockingbird Lane

City: West Eastfordshire State: IL Zip Code: 23487

Home phone: { 800 } 222 - 3333 Work phone: { 800 } 444 - 5555 x 6666

E-mail: kerickson@aol.com Cell phone: { 800 } 123 - 4567

Comment:

OK Cancel Help Calendar Edit Jump Print

Name>Edit.

2. Enter a patient's name, such as Kelly Erickson.
3. Record the patient's e-mail address in the **E-mail** field on the **Demographics** page, [kerickson@aol.com](mailto:kerickson@aol.com).
4. Enter the patient's cell phone number in the **Cell Phone** field on the **Demographics** page, 800-123-4567.
5. Click on the

**Name Editor**

Demographics | Formularies | Pictures | Emergency | Insurance

**In emergency, contact:**

1) Name: Fred Erickson Relation: Husband

Home phone: { 800 } 222 - 3333 Work phone: { 800 } 345 - 6789 x 32

Cell phone: { 800 } 777 - 8888 Comment: call his cell phone first

2) Name: Relation:

Home phone: { } - Work phone: { } - x

Cell phone: { } - Comment:

3) Name: Relation:

Home phone: { } - Work phone: { } - x

Cell phone: { } - Comment:

OK Cancel Help Calendar Edit Jump Print

**Emergency** tab.

6. Notice that you can record up to three people to contact in case of emergency. We will just put in one of them.
7. In 1) **Name**, enter "Fred Erickson"

