Adding a Phone Number in a Patient Chart

WHEN: **Effective immediately**

WHO: **Any staff entering phone numbers**

WHAT: When entering a phone number on the Basic screen, the area code must be added, including those under inactive addresses.

WHY: If <u>any</u> phone number on the Basic screen does not include an area code, a warning will appear to return to the previous screen preventing staff from leaving the screen.

HOW: **To edit the phone number on the iPad**

- Tap **OK** in the Warning box.
- Tap the pencil icon next to the phone number.
- Re-enter the phone number, with the area code.
- Tap the arrow at the top left to save.

PLEASE NOTE: This mailbox is not monitored.

Please direct any questions to the Health Informatics team using this link.