

Office – Removing a Duplicate Resident



Click on the Office icon

In residence

Joan Baxter

☐ Joan Baxter
☐ Edna Brown
☐ Trevor Davids
☐ Maria Garcia
☐ Peter White

Locate the duplicate resident and choose the resident profile you wish to remove.

This will be the resident without an NHS Number.



Click the Edit Status button.

Status In residence

Service User - Edit

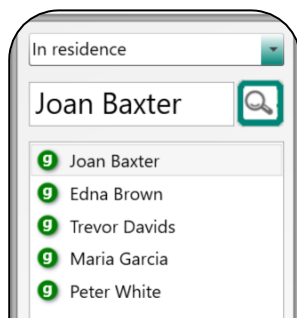
Title: Miss
 Forename: Joan
 Middle Name:
 Surname: Baxter
 Date of Birth: 26/06/1930
 Gender: Female
 Click to upload photo
 NHS Number:
☒ NHS number not known
 Respite: ☐

Change this resident's status to Discharged and Save.



Save your changes and discharge this resident by using the edit status button after saving.


This resident is now discharged.



With the duplicate now discharged, please ensure all of the profile info is correct i.e. DOB, NHS number.

Status
In residence

Service User - Edit



Click to upload photo

Title: Miss

Forename: Joan

Middle Name:

Surname: Baxter

Date of Birth: 26/06/1930

Gender: Female

NHS Number: 0000000002

☐ NHS number not known

Respite: ☐

The NHS Number is vital and must be entered correctly as this is what is used for eMAR to receive all medications from the pharmacy.



Click Save, and this process is now complete.

Be sure to sync devices so that all your changes are updated on the device before checking in or adding medications.

If needs be, you may want to ask the pharmacy to send over the medication again, so the now active resident has the correct information.