

How to add/change a patient's general practice and/or GP in CHIP

It is possible to add/change the general practice/GP that is in a patient's medical record at the DHB through CHIP.

Whilst the DHB has responsibility for updating a person's general practice each time they have contact with the DHB, there are occasions when this does not happen. A practice can update the patient's record by following these steps:

- Access CHIP
If doing this through the version of CHIP that is integrated with your PMS you will go straight to the appropriate patient.



Click on the "View patient information" icon

- This will open this page



View/Update GP Information:



PATIENT INFORMATION:

- Scroll down the page to the GP information

GP INFORMATION:

Title:
Given Name
Surname
Practice
Address #1
Address #2
Address #3
Address #4
Postcode
Email
Phone
Fax

Click on the update GP icon

- It is possible to assign either a practice or specific GP – search in the appropriate box

UPDATE GP/Practice:

Please note, using the update capability of this module, will immediately update the GP and Practice details for this patient in WebPAS.

Search for GP by surname:

Using this option will allow you to choose a GP and one of the practices they are registered with; this is usually a one-to-one relationship, but a GP can be registered at more than one practice, so you may be presented with multiple choices.

Selected GP GP Unassigned GP Unknown

GP search results will appear here.

Search for Practice by name:

Using this option will allow you to choose just a Practice and no specific GP; in this case the Practice code will also be recorded as the patients GP.

If you cannot see the GP you want to record in the list, and you have searched for them already, then please click here, to inform health records, thank you.

Practice search results will appear here.

- Enter the doctor's surname or the practice name

Search for GP by surname:

Using this option will allow you to choose a GP and one of the practices they are registered with; this is usually a one-to-one relationship, but a GP can be registered at more than one practice, so you may be presented with multiple choices.

Selected GP GP Unassigned GP Unknown

Select	Title	Forename	Surname	Practice	Address	Contact
<input checked="" type="checkbox"/>	DR	JOE	BOURNE	Nga Kakano Foundation	PO Box 380 Te Puke 3153	E: - P: 07 573 0660 - F: 07 573 4835 - EDI: wtgimctp

Search for Practice by name:

Using this option will allow you to choose just a Practice and no specific GP; in this case the Practice code will also be recorded as the patients GP.

If you cannot see the GP you want to record in the list, and you have searched for them already, then please click here, to inform health records, thank you.

Select	HCP Code	Name	Address	Email	Tel.	Fax	EDI
<input checked="" type="checkbox"/>	263WH	Nga Kakano Foundation	PO Box 380 Te Puke 3153		07 573 0660	07 573 4835	wtgimctp

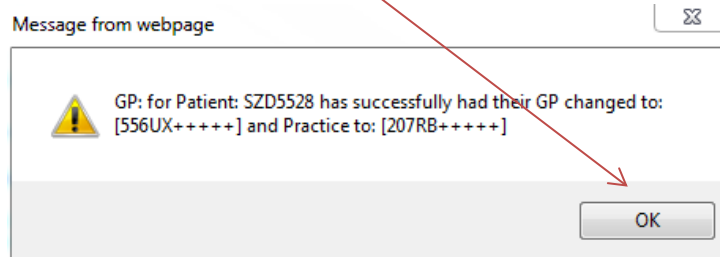
- Select the appropriate option
- Click "OK" in the dialogue box

Message from webpage

Are you sure you want to continue?

OK Cancel

- And again in the next box



- The new GP information will now be visible in the patient's health record