These instructions are intended to help clinical workers understand how to successfully add and edit clients into the PNC system. Please follow the instructions as best as you can in order to achieve accurate records.
1. Login to PNC
2. Choose Open Registration
   - Check for client in system
   - If client is not there, choose *New Client* to begin registration

Please Note: All items with ** must be completed on all input fields.
2 General Tab

- Last Name
- First Name
- Middle Initial Only (optional)
- Is Subscriber: Ignore

- Preferred Name (optional)
- DOB 01/01/2001 (must enter slashes)
- Sex
- Marital Status

- Auto Gen box must be clicked. This may refer to other id (old patient Chart)
- Client Type: (if applicable, typically community member)

- Paper Charts: 0
- Employer (optional)
- Web Appts: Open Communicator
- Secure Messages: Only works with open communicator

- Special Chart
- Sequestered Chart (for pending legal issues)
- Enable edit of ID Fields must be check in order to go back in and edit

- Deactivate: Do NOT use this field
3 **Address Tab**

- If you have the patient's local address, enter it.
- Down arrow can choose permanent address.
- COMDDE uses local only.

- Please Note: Use USPS guidelines for entering an address. **ZERO PUNCTUATION** should be used (except after city)
  
  **Example:**
  
  PO Box 123
  Logan, UT 84322

- If you have both an address and PO Box, enter PO Box first with address underneath
  
  **Example:**
  
  PO Box 123
  123 Meadow Drive
  Logan, UT 84322

- State should be caps lock
  
  **Example:**
  
  UT

  - Phone Number: Only enter the numbers. No special characters should be input by the user. Formatting will occur by the computer later.
  - Do not put a 1 in front of a phone number

  - Email #1: In order to add you must hit edit and then this warning sign will come up
  - Email #2 does not require the same steps that email #1 does.
Academic Tab
- LEAVE BLANK

PCP Tab
- Only for internal staff members
Enter Full Name
Enter Contact Relationship

Please Note: Use USPS guidelines for entering an address. **ZERO PUNCTUATION** should be used (except after city)

Example:
- **PO Box 123**
- **Logan, UT 84322**

If you have both an address and PO Box, enter PO Box first with address underneath

Example:
- **PO Box 101**
- **1259 S 100 E**
- **Any City, UT 80000**

State should be caps lock

Example: **UT**

Phone Number: Only enter the numbers. No special characters should be input by the user. Formatting will occur by the computer later.

- Do not put a 1 in front of a phone number
Enter up to 2 parents/guardians for each client.
Guarantor: (responsible party) is the person held accountable for the patient's bill.
8 Comment Tab

Comment Tab: Can add any information related to registration, will show on front page under “registration comment”

When each of the steps have been completed, hit OK

REGISTRATION IS NOW COMPLETE