

## **How to Change Demographic Details in PMOffice**

It is your requirement to change demographic details within PMOffice if a woman has changed her name, address, GP, or telephone number. This is also applicable if her ethnicity is not recorded correctly or is “unknown”. It is important that this information is not just changed within BadgerNet as it will not update within E-Record.

1. Enter E-Record through desktop and select PMOffice
2. Select Groups from top menu
3. Select Conversations
4. Select Person Correction - mgr
5. Find patient using MRN/NHS number
6. Double click on patient when found
7. Enter Royal Victoria Infirmary into facility name and click enter
8. Select OK to continue
9. Once patient information loads, find relevant information box and change
10. This will then pull through to BadgerNet