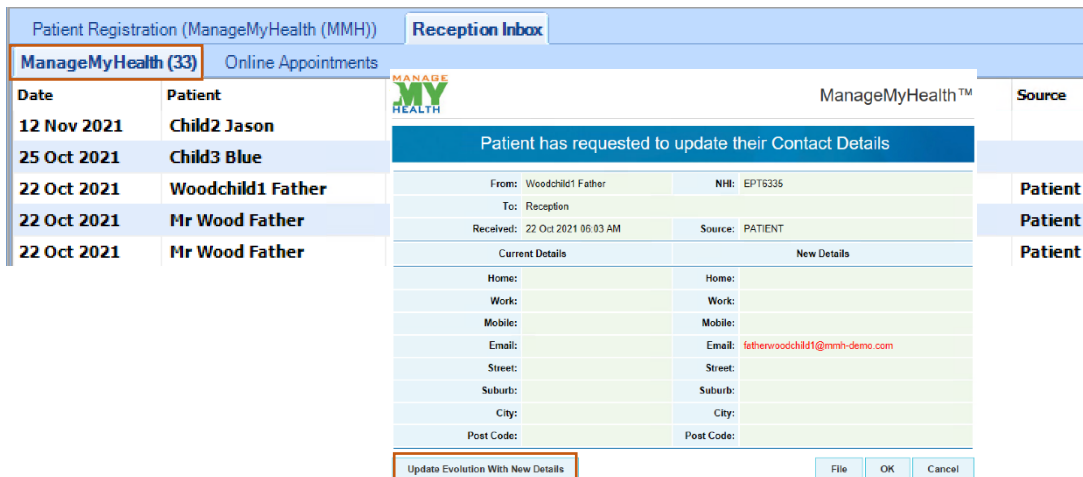


# Updating the Patient Demographics

**Purpose:** When a patient updates their details from their ManageMyHealth login (via web or mobile app), the practice will receive a notification via the Reception Inbox

## Changing the email address

1. Open your reception inbox (Home ribbon menu -> Reception Inbox)
2. Double click on the inbox record which states 'Demographic Update'. This will show you both the current details recorded in the PMS for the patient on the left-hand side (black text), and the new details recorded by the patient on the right hand side (red text).
3. If you are happy to update this information into the PMS, click 'Update with new Details'



The screenshot shows the 'Reception Inbox' interface. On the left, there is a table of patient registrations:

Date	Patient
12 Nov 2021	Child2 Jason
25 Oct 2021	Child3 Blue
22 Oct 2021	Woodchild1 Father
22 Oct 2021	Mr Wood Father
22 Oct 2021	Mr Wood Father

The main area displays a notification: 'Patient has requested to update their Contact Details'. Below this, the details are shown in a table format:

Current Details	New Details
From: Woodchild1 Father	NH#: EPT5335
To: Reception	
Received: 22 Oct 2021 06:03 AM	Source: PATIENT
Home:	Home:
Work:	Work:
Mobile:	Mobile:
Email:	Email: fatherwoodchild1@mmh-demo.com
Street:	Street:
Suburb:	Suburb:
City:	City:
Post Code:	Post Code:

At the bottom of the notification view, there is a button labeled 'Update Evolution With New Details' and standard 'File', 'OK', and 'Cancel' buttons.