## Changing a Client's Name in Carelogic

Dummy, Test (1297088) 1/19/1990									
Front Desk <del>-</del>	Client -	Billing/AR <del>-</del>	Employee -	Clinical Su	perviso	r- Administra	ation <del>-</del>	Report	ing 👻 M
	Client			•			Client	Search	
	Client F	eatures		•					
	IMPACT Reporting			•		/			
ago Board	Review	of POE Inform	ation	•					
cords found	General	Information			☆ C	lient Picture			(1) F11.2
	Financia	al Information		•	☆ 0	lient Relations	hips		(2) F10.
mographic	Inquiry			•	☆ C	linical Decision	n Log	ime	(3) F32.9 8/1/2019
est (1297088) Referral	IMPACT		•	☆ C	Contact Informa	tion		Paisley,	
plete Point of	IMPACT Reporting		•	☆ D	emographics	-			
Male	NEW Assessment and Intake		•	☆ 0	🖈 Groups		P	ROP	
1/19/1990	NEW Release of Information		+	☆  [	☆ ID Number Entry				
121-11-1231	NEW Tr	eatment Plans	•	•	☆ N	lessage Board			
121-11-1231	NEW Pr	ogress Notes	& Memo to Cl	hart 🕨	<b>*</b> s	taff Relationsh	ips	PY	R OP S
Information	NEW M	edical		+		Document Date		Staff	

**Step 1:** Go to Clients ECR home page then Client > General Information > Demographics

## **Step 2:** Once in client Demographics find the area listed Name History

Press on SELECT to the left of the client's name.

Name History					
Name	Begin Date	End Date	Signed By		
 Select Dummy, Test	(Not Set)	(Not Set)			

**Step 3:** Once Pressing SELECT you will now be able to enter the New Name of the client with the correct spelling.

	Name History
Title:	
First Name:	Test
Middle Name:	
Last Name:	Dummy
Suffix:	
Begin Date:	
End Date:	
	New Name
Title:	Select Title V
First Name:	
Middle Name:	
Last Name:	
Last Name: Suffix:	Select Suffix V
Last Name: Suffix: Begin Date:	Select Suffix

## Step 4: Enter the new name spelled correctly

Begin Date: Should be the clients first date of entry

Electronically sign and Press Submit in the top right corner

Title:	Select Title V	
First Name:	Testing	Submit Reset Return
Middle Name:		· · · · · · · · · · · · · · · · · · ·
Last Name:	Dummy	
Suffix:	Select Suffix ▼	
Begin Date:	08/01/2019	
Electronic Signature:	••••	

New Name

Step 5: Click on the client's name at the top to be taken back to the face sheet

You will see the clients name has changed once you return to the face sheet.

