



Protocol for Registering Patients/Clients on the ICT System

Please apply the Standards of Demographic Details protocol below when registering patients on all ICT Systems.



CAPITAL LETTERS

Use upper case **CAPITAL LETTERS** in all fields when registering a client.



HEALTH & CARE NUMBER

Record the full **10 DIGIT HEALTH & CARE NUMBER**



SURNAME/ FORENAME

Record (where possible) the formal surname and forename(s).

Apostrophes occurring within a name should be recorded **e.g. O'REILLY**

Double barrelled names should have a space or a hyphen between the parts as determined by the patient/client
i.e. SMITH-JONES, VAN DE VELDE

Names with **MAC and MC** should not contain a space.

Non English names should be recorded as determined by the patient/client without grammatical marks **i.e. OG GALLACHOIR**

Surname suffixes such as SNR or JNR should be recorded if considered by the client to form part of their surname. A space should be recorded between surname and suffix **i.e. SMITH JNR**

Honours do not form part of a patient/client surname and should not be recorded within this field.

No form of punctuation should be entered after the surname.



NEW BORN

If the forename of a newborn is not known record INFANT in the forename field **e.g. Forename = INFANT**

If it is a multiple birth i.e. twins, record **TWIN 1** and **TWIN 2** against the appropriate record depending on the infants time of birth.



TITLE

Enter title as defined by the patient/client/referral letter.



SEX

Record as **MALE, FEMALE, NOT KNOWN** or **INDETERMINATE.**



DATE OF BIRTH

Record in full **i.e. DAY, MONTH, CENTURY** and **YEAR.**



ADDRESS

Record address(es) in full as per the patient's/client's Royal Mail address(es) where possible. Where it is necessary to shorten the address use the following abbreviations for locations that occur at the end of an address line e.g. POND PARK ROAD should be abbreviated to **POND PARK RD**

For a complete list of address abbreviations please refer to the enclosed Abbreviation Lists.

Please use the official address of **LONDONDERRY** unless requested by the patient/client. The only alternatives to be used are **DERRY** or **L'DERRY.**



POSTCODE

Must reflect the patient's/client's address. If the postcode is not known please use a pseudo postcode from the attached list.

Please always register a client on ICT systems with the client's Health & Care Number.