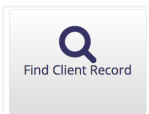
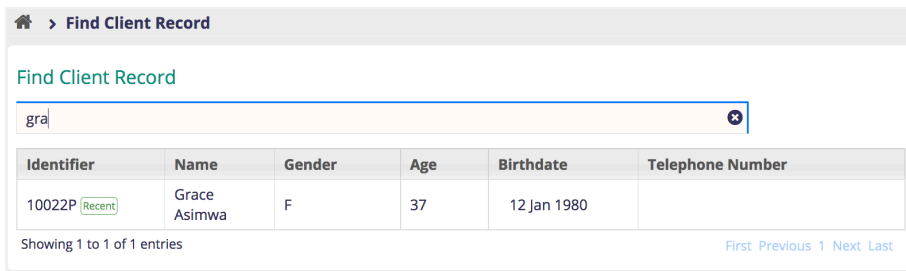

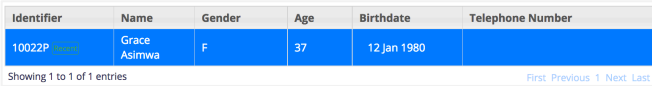


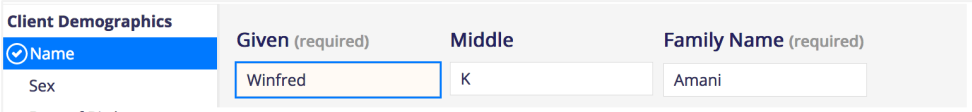
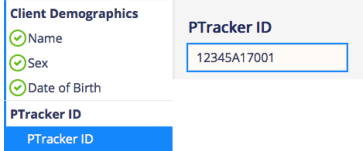
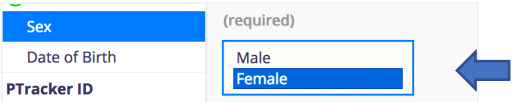
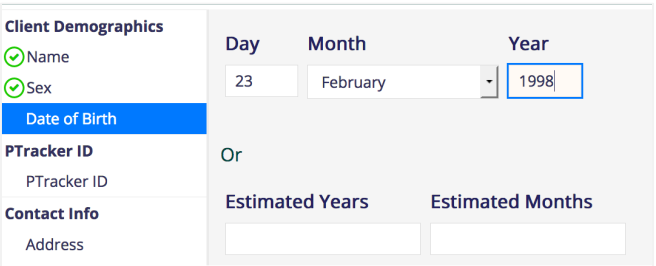
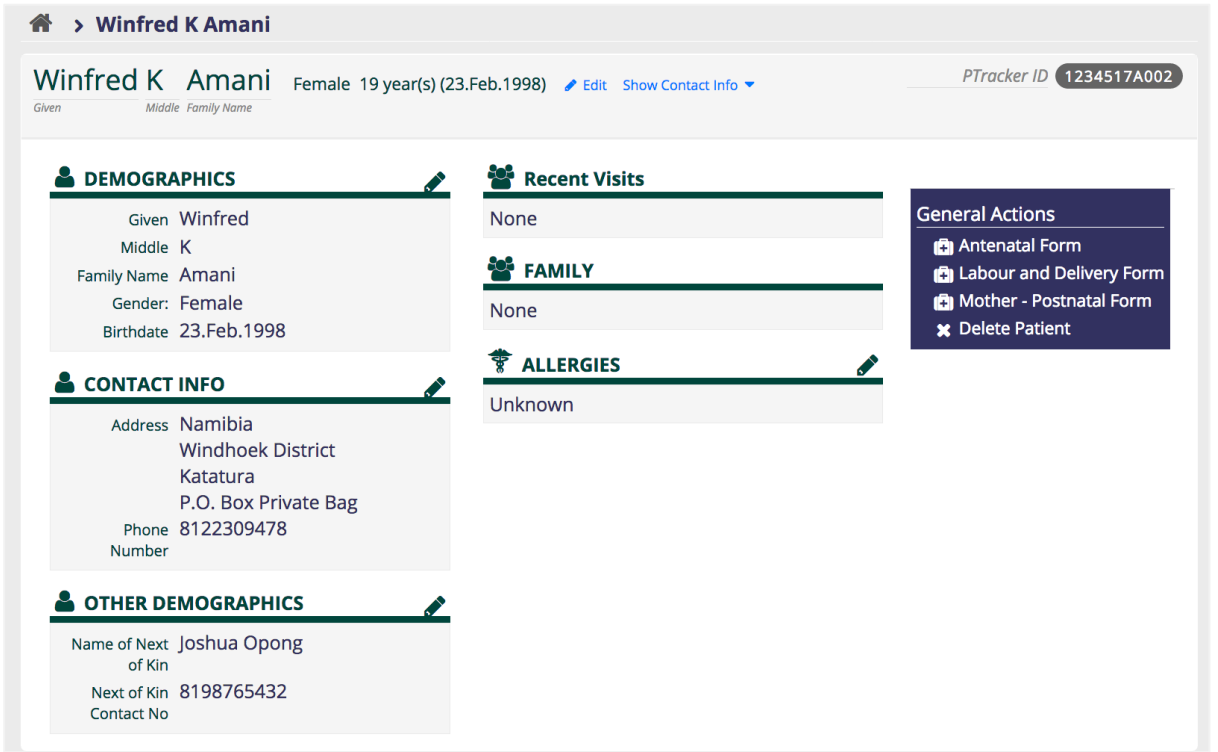


## 2. How to Register or Create a New Client Record in PTracker

<b>Objective:</b>	Ensure that MCH clients have an electronic record in PTracker	
<b>Tasks:</b>	Search to confirm that a client does not have an existing record Create a new client record	
<b>When:</b>	When a <b>NEW</b> client arrives at MCH (ANC or Labour & Delivery or PNC)	
<b>Who:</b>	MCH staff who receive clients. These users should have logins.	
<b>Required Materials:</b>	Username, Password, Hardware with Firefox Web browser or ODK collect application, Client Name, Client Sex, Client Date of Birth or Age, Address, Phone Number, Client's Mother's First Name, Place of Birth, Next of Kin and Other Contacts.	
STEP	ACTION	
1.	Navigate to the Search Client screen by clicking on the <b>Find Client Record</b> button. 	
2.	<p>From the <b>Find Client Record</b> page, enter the client's name into the search box.</p> <p><i>For example, a new client arriving at reception (or name recorded in the register) gives his name as <b>First Middle Fam</b>. Entering "gra" in the Search box returns a list of one records for clients whose names begin with "gra."</i></p>  <div> <p><b>Tip:</b> As you enter letters into the search box, the list of clients will automatically update to match your search term. </p> <p><b>Avoid creating duplicate client records!</b></p> <p>Before creating a new client record, confirm that the client does not have an existing record in P Tracker by searching for the client's name.</p> </div>	
3.	<b>If</b>	<b>Then</b>
	No PTracker client records matches the client  One or more PTracker client record(s) matches the client	Continue to <b>Step 4</b> to create a new client record  Double-check the client's age, sex, and/or PTracker Identifier to be sure you have the correct record. You can click on the client highlighted row by moving the mouse over it to see a client's full record if needed. 

STEP	ACTION
4.	<p>Click the  icon to go to the home page. Then navigate to the <b>New Client Registration</b> screen by clicking on the New Client Registration app.</p> <p>The page below will appear ...</p> 
5.	<p>Enter the client's <b>Given, Middle</b> and <b>Family Name</b> in the first three fields.</p>  <p><b>Note:</b> The <b>Given</b> and the <b>Family Names</b> <i>must</i> be filled for you to successfully save this client's record in PTracker. As you type the client names, PTracker filters client with similar names for you to review if it is the same person to avoid creating duplicate clients.</p>
6a	<p>Enter the <b>PTracker ID</b></p> <p>Note: The PTracker ID contains:</p> <ol style="list-style-type: none"> <li>1. First the Five Digit Facility code, then:</li> <li>2. A one letter alpha marker, then:</li> <li>3. Year of the register, then:</li> <li>4. The Serial Number</li> </ol> 
6b.	<p>Select the <b>Sex</b> of the client, Male or Female.</p> 
7.	<p>Enter the <b>Date of Birth</b> by keying in the <b>day</b> on the date field, use the dropdown menu to select the <b>month</b> and type in the <b>year</b>.</p> <p>If the date of birth is not known enter the the estimated <b>years</b> and <b>month</b> below the date of birth field.</p> 

STEP	ACTION
8.	<p>Next fill in the client address. “Namibia” is <b><u>prefilled</u></b> for the <b>Country</b> Field.</p> <p>Select the district from the drop down and then type the <b>Location</b> and <b>Address</b>.</p> <div data-bbox="858 145 1500 510"> <div> <div>Client Demographics</div> <div> <div>✓ Name</div> <div>✓ Sex</div> <div>✓ Date of Birth</div> <div>PTracker ID</div> <div>✓ PTracker ID</div> </div> <div>Contact Info</div> <div> <div>✓ Address</div> <div>Phone Number</div> </div> <div>Other Demographics</div> <div>Name of Next of Kin</div> </div> <div> <div>Country</div> <div>Namibia</div> <div>District</div> <div>Windhoek District</div> <div>Location</div> <div>Katatura</div> <div>Address</div> <div>P.O. Box Private Bag</div> </div> </div>
9.	<p>Enter the client phone number in the <b>Contact Phone Number</b> field.</p> <div data-bbox="1034 577 1528 840"> <div> <div>Client Demographics</div> <div> <div>✓ Name</div> <div>✓ Sex</div> <div>✓ Date of Birth</div> <div>PTracker ID</div> <div>✓ PTracker ID</div> </div> <div>Contact Info</div> <div> <div>✓ Address</div> <div>Phone Number</div> </div> </div> <div> <div>Contact Phone number</div> <div>8122309478</div> </div> </div> <p><b>Hint:</b> The phone number must exactly be a 10 numeric digit.</p>
10.	<p>Enter <b>Name of Next Kin</b></p> <div data-bbox="1212 958 1508 1064"> <div>Name of next of kin</div> <div>Joshua Opong</div> </div>
11.	<p>Enter <b>Next of Kin Contact</b></p> <div data-bbox="1212 1093 1508 1187"> <div>Next of kin contact</div> <div>8198765432</div> </div>
12.	<p>Select <b>Confirm</b> on the left. This sample summary page display the details of the New Client registered. Thoroughly review <b><u>every</u></b> detail on the summary page before confirming.</p> <p>If you are ready to create a new client record, click <b>Confirm</b> button.</p> <p><i>(This will save and submit all the information you entered to the client detail page).</i></p> <p>If you are not ready to create a new client record, click <b>Cancel</b> button.</p> <p><i>(This will delete all the information you entered, and return you to the new registration screen )</i></p> <div data-bbox="223 1937 295 2004"> </div> <div data-bbox="343 1960 1516 2072"> <p><b>Hint:</b> It is possible to edit client details <b><i>before</i></b> selecting confirm. Select any item on the left for editing. On satisfaction, select <b>Confirm</b> to get back to the summary page and click the <b>confirm submission</b> button.</p> </div> <div data-bbox="542 1205 1465 1697"> <div>&gt; New Client Registration</div> <div>New Client Registration</div> <div> <div> <div>Client Demographics</div> <div> <div>✓ Name</div> <div>✓ Sex</div> <div>✓ Date of Birth</div> <div>PTracker ID</div> <div>✓ PTracker ID</div> </div> <div>Contact Info</div> <div> <div>✓ Address</div> <div>✓ Phone Number</div> </div> <div>Other Demographics</div> <div> <div>✓ Name of Next of Kin</div> <div>✓ Next of Kin Contact No</div> </div> <div>Confirm</div> </div> <div> <div>Name: Winfred, K, Amani</div> <div>Sex: Female</div> <div>Date of Birth: 23, February, 1998</div> <div>PTracker ID: 1234517A002</div> <div>Address: Namibia, Windhoek District, Katatura, P.O. Box Private Bag</div> <div>Phone Number: 8122309478</div> <div>Name of Next of Kin: Joshua Opong</div> <div>Next of Kin Contact No: 8198765432</div> </div> <div> <div>Confirm submission?</div> <div>Confirm</div> <div>Cancel</div> </div> </div> </div>

STEP	ACTION
13.	<p>This task is complete when, <u>after</u> clicking on <b>Confirm</b>, the client summary page appears and displays the correct <b>Client Details</b>.</p> <p>These details include the client's <b>Demographic Details, Recent Visits, Families, Allergies, and General Actions</b> on the right. See the image below</p>  <p>The screenshot displays the PTracker interface for a client named Winfred K Amani. At the top, the client's name is shown with a home icon and a right arrow. Below this, the client's details are listed: Winfred K Amani, Female, 19 year(s) (23.Feb.1998), with links for Edit and Show Contact Info. The PTracker ID is 1234517A002. The main content area is divided into several sections: DEMOGRAPHICS (Given: Winfred, Middle: K, Family Name: Amani, Gender: Female, Birthdate: 23.Feb.1998), CONTACT INFO (Address: Namibia, Windhoek District, Katatura, P.O. Box Private Bag, Phone Number: 8122309478), OTHER DEMOGRAPHICS (Name of Next of Kin: Joshua Opong, Next of Kin Contact No: 8198765432), RECENT VISITS (None), FAMILY (None), ALLERGIES (Unknown), and a General Actions sidebar with options: Antenatal Form, Labour and Delivery Form, Mother - Postnatal Form, and Delete Patient.</p>