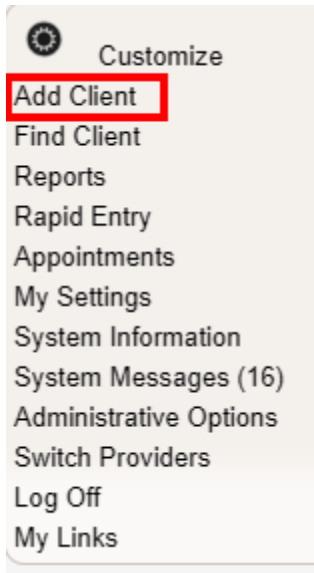


Add Client

Adding a client to CAREWare is the first step for managing demographics, case notes, clinical data, services, and other client-level data. First name, last name, sex at birth, and date of birth are required when adding a client. The Add Client process can also include other fields configured by providers, such as medical record number.

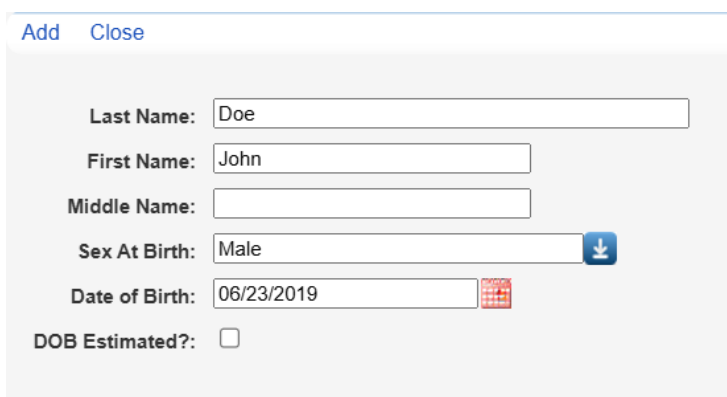
How to Add a Client in CAREWare

1. Log into a provider domain and click *Add Client* in the left menu.



2. Enter the client's last name, first name middle name (optional), sex at birth, and date of birth. If you do not know the client's date of birth, enter an estimated date and check the *DOB Estimated?* box.

3. Click *Add*.



Duplicate Client Warning

Before adding a new client to a provider domain, CAREWare checks for existing matches in all domains. If matches are found, CAREWare shows a list of the potential matches.

Add New Client Go To Client Back Print or Export Hide/Show Columns				
Possible Matches				
Search:				
Score	Name	Sex At Birth	Birth Date	URN
70	Jo, Roberta	Female	01/01/1990	RBJ90101902U
70	Barley, John	Male	01/01/1990	JHBR0101901U

Add New Client: Click *Add New Client* if the potential match is not the same client as the one being added.

Go To Client: Click *Go To Client* to review the existing client record to determine if it is the same as the client being added.

Back: Return to the Add Client screen.

Print or Export: Print or export the list of possible matches.

Hide/Show Columns: Add or remove columns to the list of possible matches.