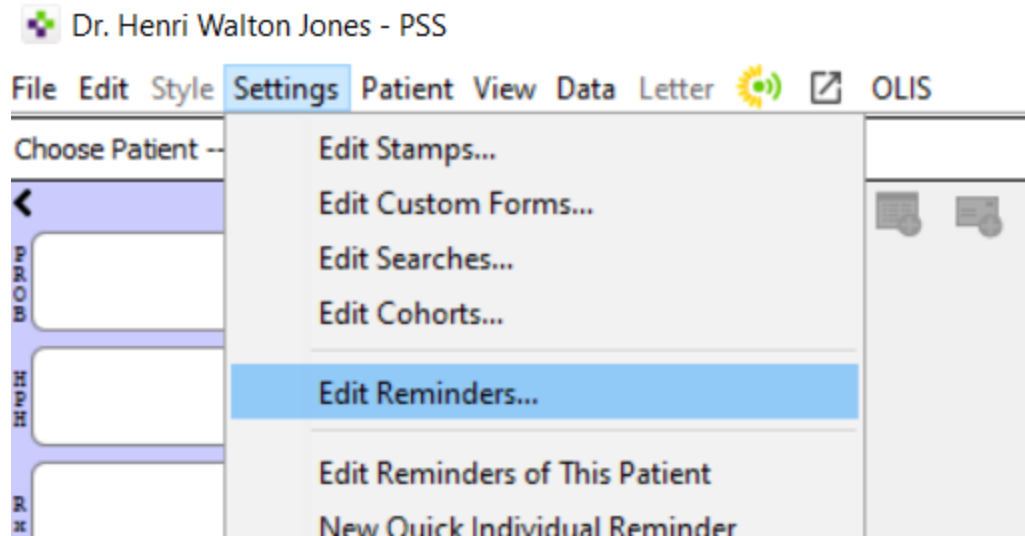


Reminders for Extended Demographic Form in Client Charts

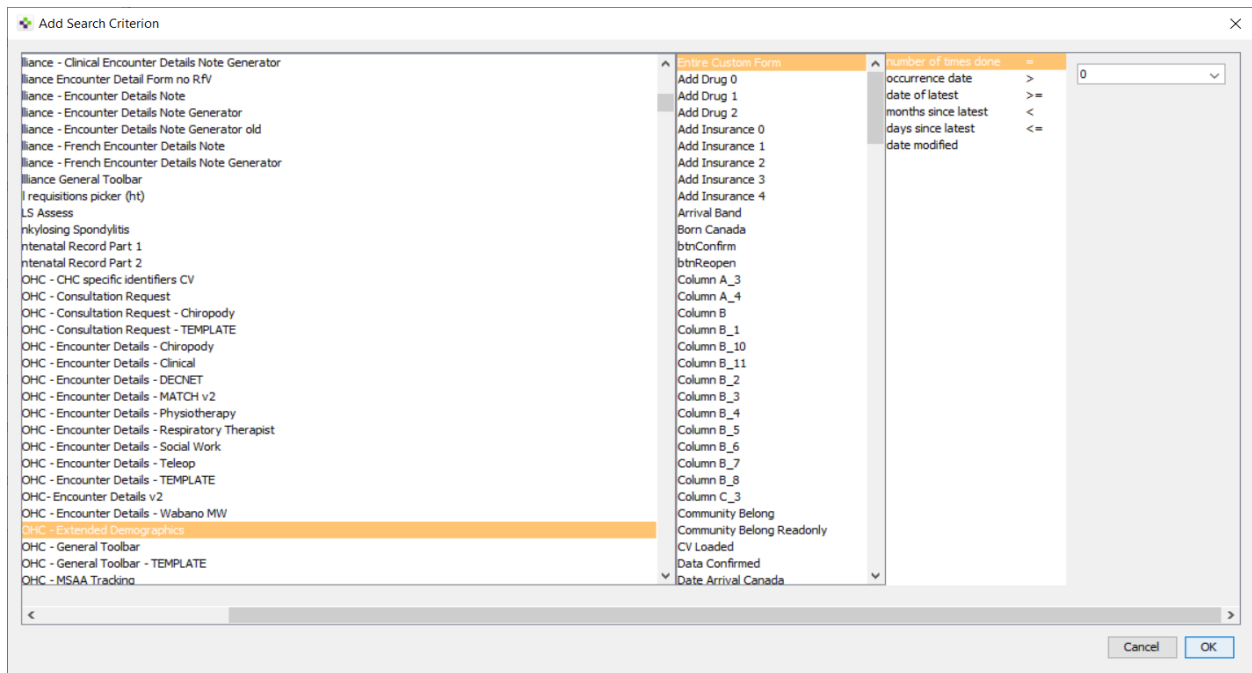
A reminder can be created to check charts for the AOHC Extended Demographic form. It can notify if there is no form in the chart or if the most recent form is more than X months old. Centres can choose the date range they want to check for but the expectation is that Socio-Demographic data is updated at a minimum of every 3 years.

In the Client Record – go to Settings and Edit Reminders

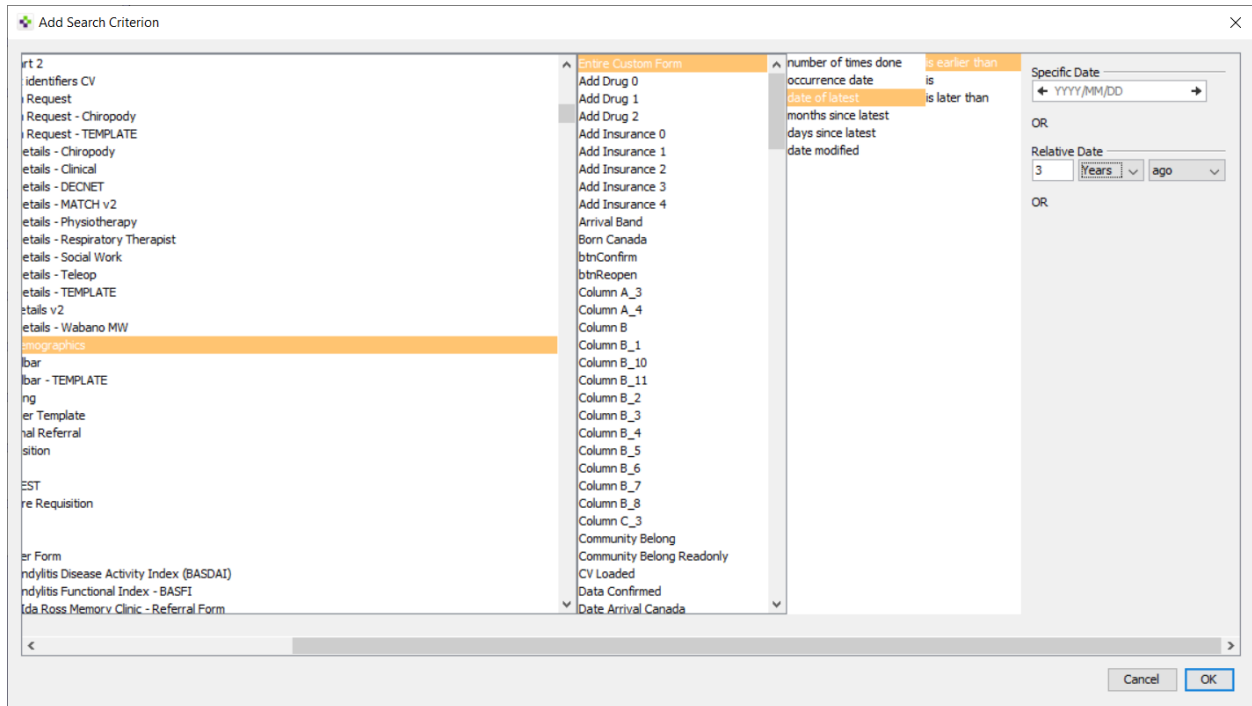


Create a new Reminder – Build it by adding lines

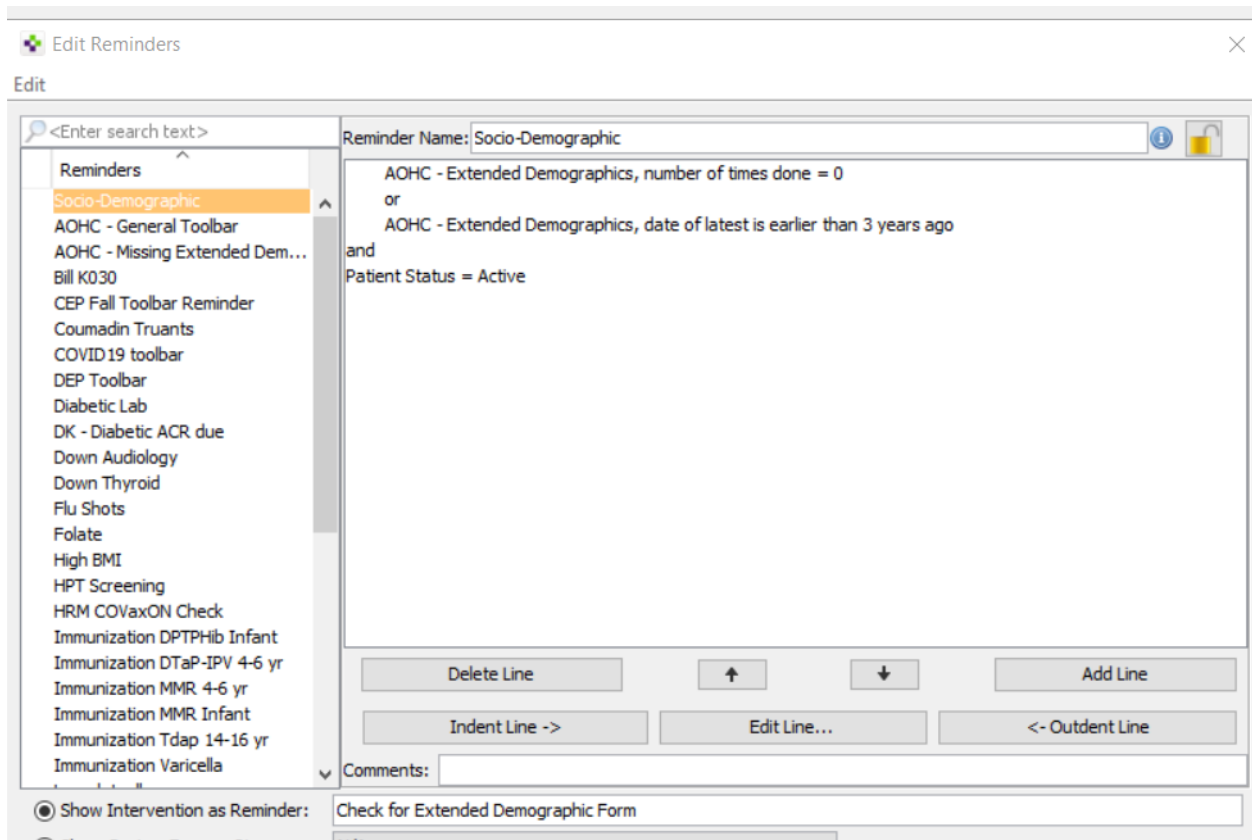
1.



2.



The Reminder will look like this when completed. Centres can put additional lines if required.



The above reminder will put the note 'Check for Extended Demographic Form' into the Reminder section of the chart. A list of clients who are missing forms or have old forms in their chart can be pulled using a Reminder Report.