Viewing Associated Persons

Use the **Associated Persons** page to view and add details about a patient's relationship to other people within the system.

Step 1: Using the Clinical tab under the Find Patient menu, find the patient record (see <u>Job Aid 3.1: Find a</u> <u>Patient and Patient Information, P-02299-3.1</u>). Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

HHLPSS	(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C								
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports								
Find Patient		HHLPSS	Date of	Local					
Clinical Letters	Name	ID	Birth	ID	Address	Case Status	Jurisdiction		
Patient Info	Jack OLantern	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su	Open	Department of Pub		
Patient Address	Jill OLantern	2018924	1/1/2016		1403 Prairie Rose Dr Sun	Open	Department of Pub		
Blood Lead Tests					1				
Case Details									
Case Exposure									
Associated Persons									

Step 2: Click on Associated Persons in the left side menu. Clicking on the Associated Persons menu expands a submenu of pages for collecting information, including "Group Membership" and "Household Members." In the screen below, two individuals, Jack Sr. and Jane OLantern, are associated with patient Jill Olantern.

HHLPSS	(OLANTERN, JILL) DO	B: 1/1/2016 ID#: 2018924 JURI.: DEPART	MENT OF PUBLIC HEALTH FOR MADISON A	ND DANE C
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical	Environmental Reports		
Find Patient	Related Person	Relationship	Drimary Dorson	
Clinical Letters	Jack Sr. OLantern ()	is Father of	Jill OLantern	
Patient Info	Jane OLantern ()	is Mother of	Jill OLantern	
Patient Address	a ••	1		
Blood Lead Tests				
Case Details				
Case Evposure				
Associated Persons				
Group Membership				
Household Members				
Other blood rests				
Other Medical				
Chelation				
Notes				
Patient Attachments				
	Add Relationship	Add Relationship (ID Known)	Manage Group/Cluster Members	ship
	-			
Help				
Brint Sereen				
Print Screen				

Adding an Associated "Patient"

Step 1: To associate one patient with another patient in the HHLPSS system, select the Add Relationship button in the lower left corner of the Associated Persons screen.

Associated Persons			
Group Membership			
Household Members			
Other Blood Tests			
Other Medical			
Chelation			
Notes			
Patient Attachments			
	Add Polationshin		
		Add Relationship (ID Know	wn) Manage Group/Clus

Step 2: In the drop-down menu that appears, select the patient's relationship to the current patient (showing "Brother" below), then click the **Choose Person as** button.

Patient Attachments			
	Add Relationship	Add Relationship (ID Known)	Manage Group/Cluster Membership
Help	Choose Person as	Brother 🗹 of Jill	OLantern
Save			
Print Screen			
Log Out			

Step 3: This will activate the Find Patient screen. Verify that the patient to whose record you are adding the associated or related patient is displayed at the top of the screen (highlighted in yellow), in this example, Jill OLantern's record.

HHLPSS	(OLANTERN, JILL) D	OB: 1/1/2016 ID#: 20	18924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical	Environmental	Reports
Find Patient		ר	
Clinical Letters	Find Patient		
Patient Info	HHLPSS ID	Local ID	Stellar/Migrated ID
Patient Address			
Blood Lead Tests		I	
Case Details	Last Name		First Name
Case Exposure			

Step 4: Search for the person to associate with the current patient using the process found in <u>HHLPSS Job</u> <u>Aid 3.1: Find a Patient, P-02299-3.1</u>. **Step 5:** Click on the patient's name (Jack Olantern in blue below) to create the association or relationship with the current patient, Jill OLantern.

HHLPSS	(OLANT	ern, Jill) [OOB: 1/1/20	B: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C				
Healthy Homes and Lead Poisoning Surveillance System	Home	Clinical	Environ	imental	Repo	rts		
Find Patient			HHLPSS	Date of	Local			
Clinical Letters	Name		ID	Birth	ID	Address	Case Status	Jurisdiction
Patient Info	Jack Olanter	n	2018939	10/31/2017		1403 Prairie Rose Drive A	Closed	Department of Pub
Patient Address	Jill OLantern		2018924	1/1/2016		1403 Prairie Rose Drive A	Open	Department of Pub
Blood Lead Tests						1		
Case Details								

Step 6: The selected patient, Jack, is now associated with patient, Jill, along with parents, Jack Sr. and Jane.

HHLPSS	(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND D					
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmer	ntal Reports				
Find Patient	Related Derson	Relationshin	Drimary Derson			
Clinical Letters	V Jack Sr. OLantern ()	is Father of	Jill OLantern			
Patient Info	Jane OLantern ()	is Mother of	Jill OLantern			
Patient Address	x Jack Olantern (10/31/2017)	is Brother of	Jill OLantern			
Blood Lead Tests		1				
Case Details						
Case Exposure						

Add Household Members

Use the Household Members page to add details to the patient's family members' records.

Step 1: Click on Associated Persons then on Household Members on the left side menu. Check the name at the top of the page (highlighted in yellow) to verify you have the correct patient. To add additional details to patient household member records, click the Choose button near the top of the page to select a household member (see above).

Healty Home and Led Poisoning Surveillance System Home Clinical Environmental Reports Add Household Members to: 1403 Prarie Rose Drive Apt Suite 2, Sun Prarie, WI 53590-4315 Image: Clinical Letters Patient Info Patient Info Image: Clinical Letters Image: Clinical Letters Image: Clinical Letters Patient Info Patient Address Add Household Members to: 1403 Prarie Rose Drive Apt Suite 2, Sun Prarie, WI 53590-4315 Image: Clinical Letters Patient Info Patient Address Birth Date Relationship Delete Choose Saved Lead Tests Associated Persons Associated Persons Associated Persons Choose Associated Persons Associated Persons Associated Persons HLPSS D Chelation Image: Clinical Letters Last Name First Name Middle Name HLPSS D Chelation Image: Clinical Letters Last Name DOB Age Sex Twin Local ID Relationship to Case Primary Guardian Image: Clinical Result Image: Primary Guardian	HHLPSS	(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2	018924 JURI.:	DEPARTMENT OF PUBLI	C HEALTH FOI	R MADISON AND	DANE C
Find Patient Chinical Letters Patient Info Patient Address Blood Lead Tests Case Details Case Details Case Details Case Details Case Details Choose Household Members Dther Medical Last Name Delete Choose Husehold Members Her Blood Tests Deter Medical Last Name Diagram (Control of the control of the cont	Healthy Homes and Lead Poisoning Surveillance System	Home Clinica	l Environmental	Reports				
Clinical Letters Last Name First Name Birth Date Relationship Delete Choose Patient Address Blood Lead Tests Case Details Case Details Case Details Case Details Case Details Case Details Choose First Name Midde Name HHLPSS D Household Members Hausehold Members Dther Medical Last Name First Name Midde Name HHLPSS D Chelation Name DOB Age Sex Twin Local D Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result µg/dL Help Pregnant Breast Feeding Breast Feeding Breast Feeding Breast Feeding	Find Patient	Add Household Membe	ers to: 140)3 Prairie Rose I	Drive Apt Suite 2, Sun F	Prairie, WI 535	590-4315	<
Patient Info Patient Address Blood Lead Tests Case Details Case Details Case Details Case Details Case Exposure Associated Persons Group Membership Household Members Dther Blood Tests Dther Medical Last Name First Name Middle Name HHLPSS D Help Chelation Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result Pregnant Breast Feeding Help Save	Clinical Letters	Last Name	First Name	Birth Date	Relationshin	De	lete	
Patient Address Blood Lead Tests Case Details Case Detail	Patient Info	Last Name	riistiunie	Dirtir Dute	Relationship			loose
Blood Lead Tests Case Exposure Associated Persons Group Membership Household Members Dther Medical Chelation Otters Maiden Name DOB Age Save Twin Local ID Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Nost Recent Test Results Occupation Pregnant Breast Feeding	Patient Address							
Case Details Case Exposure Associated Persons Group Membership Household Members Dther Medical Chelation Notes Patient Attachments Maiden Name DOB Age Sex Twin Local D Relationship to Case Primary Guardian Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result upg/dL Pregnant Breast Feeding	Blood Lead Tests							
Case Exposure Associated Persons Group Membership Household Members Deher Blood Tests Deher Blood Tests Deher Blood Tests Deher Attachments Maiden Name DOB Age Sex Twin Local D Relationship to Case Primary Guardian Relationship to Case Primary Guardian Occupation Date Tested Result U U U Pregnant Breast Feeding	Case Details							
Associated Persons Group Membership Household Members Dther Blood Tests Dther Medical Chelation Notes Patient Attachments Maiden Name DOB Age Sex Twin Local D Relationship to Case Primary Guardian Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result µg/dL Pregnant Breast Feeding	Case Exposure							
Group Membership Household Members Other Blood Tests Dther Medical Chelation Nates Nates Maiden Name DOB Age Sex Twin Last Name DB Age Sex Naiden Name DOB Age Sex Maiden Name DOB Age Sex Most Recent Test Results Occupation Most Recent Test Result Pregnant Breast Feeding	Associated Persons							
Household Members Other Blood Tests Other Medical Last Name First Name Middle Name HHLPSS ID Chelation Notes Patient Attachments Maiden Name DOB Age Sex Twin Local ID Relationship to Case Primary Guardian Occupation Date Tested Result Occupation Image: Sex Primary Guardian Pregnant Breast Feeding µg/dL	Group Membership							
Dther Blood Tests Dther Medical Last Name First Name Middle Name HHLPSS ID Chelation Image: Sex	Household Members							
Dther Medical Last Name First Name Middle Name HHLPSS ID Chelation Image: Sex	Other Blood Tests							
Chelation Notes Patient Attachments Maiden Name DOB Age Save Maiden Name DOB Primary Guardian Most Recent Test Results Most Recent Test Result Maiden Name Pregnant Breast Feeding	Other Medical	Last Name	First Name		Middle Name		HHLPSS ID	
Notes Image: Section of the section	Chelation	_						
Patient Attachments Maiden Name DOB Age Sex Twin Local ID Relationship to Case Primary Guardian Image: Comparison of the primary duardian Image: Comparison of the primary duardian <t< td=""><td>Notes</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Notes							
Relationship to Case Primary Guardian Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result Pregnant Breast Feeding Help Save	Patient Attachments	Maiden Name	DOB	Age	Sex	Twin	Local ID	
Relationship to Case Primary Guardian Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result Pregnant Breast Feeding Help Save					\sim			
Relationship to Case Primary Guardian Most Recent Test Results Occupation Date Tested Result Pregnant Breast Feeding								
Most Recent Test Results Occupation Date Tested Result pregnant Breast Feeding Help Save		Relationship to Case		Primary (Guardian			
Most Recent Test Results Occupation Date Tested Result Pregnant Breast Feeding				✓				
Occupation Date Tested Result Determine Date Tested Result Pregnant Breast Feeding Help Save					Most Red	cent Test Re	sults	
Pregnant Breast Feeding Help Save		Occupation			Date Tested	Resu	ıt	
Pregnant Breast Feeding Help Save				\sim			h	ig/dL
Help Save		Pregnant	Breast Fee	ding				
Save	Hel	P						
	Sav	e						

Last Name	First Na	Candidate Household N	lembers Webpage	Dialog	X
		Select Household Mem	iber	5	
		Name	DOB	Relationship	Select
		Jack Sr. OLantern		Father	
		Jane OLantern		Mother	
		Jack Olantern	10/31/2017		
		Jack Olantern	10/31/2017	Brother	
			1		
Last Name	Fir				
Maiden Name	pq				
Deletionetic to Occor					
Relationship to Case					
Relationship to Case					
Relationship to Case					
Relationship to Case					
Relationship to Case					
Relationship to Case					
Relationship to Case					
Relationship to Case Coccupation					
Relationship to Case Coccupation Pregnant					
Relationship to Case Occupation Pregnant		Cancel			
Relationship to Case		Cancel OK			
Relationship to Case Cocupation Pregnant		Cancel OK			
Relationship to Case Occupation Pregnant		Cancel OK			
Relationship to Case Occupation Pregnant		Cancel OK			
Relationship to Case Occupation Pregnant		Cancel OK			
Relationship to Case Occupation Pregnant		Cancel OK			
Relationship to Case Cocupation Pregnant		Cancel OK			
Relationship to Case		Cancel OK			
Relationship to Case Cocupation Pregnant		Cancel OK			

Step 2: This activates the **Select Household Member** pop-up window.

Step 3: Select household members to edit by clicking on any of the **Select** checkboxes. Click the **OK** button to close the window.

Select Household Memb	er		
Vame	DOB	Relationship	Select
ack Sr. OLantern		Father	
ane OLantern		Mother	
ack Olantern	10/31/2017		
ack Olantern	10/31/2017	Brother	
	1		

Step 4: Click the **Select** hyperlink next to the household member's name. Add details for the household member in any of the activated fields (i.e., those that are not greyed out).

HHLPSS	(OLANTERN, JILL) DOB:	1/1/2016 ID#: 2018	24 JURI.: DEP	PARTMENT OF PUBLIC	C HEALTH FO	R MADISON	AND DANE C
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Er	nvironmental F	leports				
Find Patient	Add Household Members to:	1403 Pr	airie Rose Driv	e Apt Suite 2, Sun P	Prairie, WI 53	590-4315	~
Clinical Letters	Last Name	First Name	Birth Dat	e Relationshi	in	Delete	Chassa
Patient Info	Select DLantern	Jack Sr.	Dirtir Dut	Father	'P'	001010	Choose
Patient Address							
Blood Lead Tests							
Case Details							
Case Exposure							
Associated Persons							
Group Membership							
Household Members							
Other Blood Tests							
Other Medical	Last Name	First Name	N	liddle Name		HHLPSS ID	
Chelation	OLantern	Jack Sr.				2018925	
Notes							
Patient Attachments	Maiden Name	DOB	Age	Sex	Twin	Local ID	
				\sim			
	Balationabin to Cono		Drimony Qua	urdian			
	Relationship to Case		Friinary Gua	irulari			
	Father	~		Most Per	ent Test D	eulte	
	Occupation			Data Testad	Daei	.#	
				Date resteu	Real	JIL	
		~					µg/dL
	Dragant						
11-1-							
Неір							
Save							
Print Scroon							
Print Screen							

Step 5: Click the Save button before leaving the page to save your edits.

	Relationship to Case		Primary Guardian			
	Father	\checkmark				
				Most Recent	Test Results	
	Occupation			Date Tested	Result	
		~				µg/dL
	Pregnant	Breast Feeding				
Help						
Save						
Revert						
Print Screen						
Log Out						

Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email DHS Lead Poisoning Prevention.

