**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 Job Aid 3.1: Find a Patient and Patient Information, P-02299-3.1). Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

**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.
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.

**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.

**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 O Lantern’s record.

**Step 4:** Search for the person to associate with the current patient using the process found in HHLPSS Job Aid 3.1: Find a Patient, P-02299-3.1.
**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.

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

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

![Select Household Member](image)

**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 Member](image)
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).

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

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