

Panorama clients have been created from the Provincial Client Registry. Updates from the Provincial Client Registry will be processed daily and will update the fields noted below.

The Provincial Client Registry provides the following information to Panorama:

- Last name
- First name
- Middle name
- Birthdate
- Gender
- Address fields – Postal Address, Primary Home
- Telephone Number – Primary home, Workplace
- HCN
- Alternate id (example: other jurisdictions HCN)
- Mothers name
- Date of death

Panorama users are not to update these fields. Instruct the client to contact MSI to get their Provincial Client Registry recorded updated. You can enter an alternative name, address and telephone number in Panorama. See instructions below.

## Contact MSI

**1-800-563-8880** (Toll free in Nova Scotia)

**Phone:** 902-496-7008

**E-mail address:**

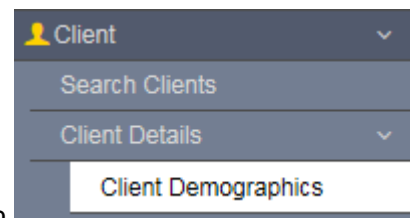
[MSI@medavie.ca](mailto:MSI@medavie.ca)

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### Add name, address and telephone number to Panorama through Client Demographics

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Name, address and telephone number information is access through



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### Add a different Name

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- Add an Alternate Name

Alternate Names ↑

To create a new record click Add. Add

Alternate Names ↑

**Add Alternate Name** Apply Reset Print Close

\* Alternate Name Type:  
 Alias ▼

Last Name:  First Name:  Middle Name:  x

Apply Reset

- Click Apply
- Set the alternative name to Preferred

Alternate Names ↑

Add

Update Delete Clear Preferred Set Preferred

	Alternate Name Type ▲	Last Name ◆	First Name ◆	Middle Name ◆	Preferred ▼
●	Alias	Barrett	judy	anne	

Total: 1 10 ▼

- Save the client record

Alternate Names ↑

Add

Update Delete Clear Preferred Set Preferred

	Alternate Name Type ▲	Last Name ◆	First Name ◆	Middle Name ◆	Preferred ▼
●	Alias	Barrett	judy	anne	✓

Total: 1 10 ▼

**Note:**

When searching client by last name, clients with an alternative name that matches the name that you searched for will be in the search results.

### Add a different Address

The screenshot shows the 'Addresses' window with a table containing one address entry. The 'Add' button in the top right corner is highlighted with a red box.

	Address Type	Address	Address Detail	Effective From	Effective To	Preferred	Active Household Members	Valid	On Reserve
<input type="radio"/>	Postal address	80 Gilby Crescent , Beaver Bank, Nova Scotia, B4G1E6, Canada		2017 Nov 06		✓	1	-	

Total: 1

- Add the new address with an address type of temporary address type

The screenshot shows the 'Add Address' form. The 'Address Type' dropdown menu is set to 'Temporary address' and the 'Apply' button is highlighted with a red box.

Address Format:  Structured  General  Semi-Structured

\* Address Type: Temporary address

Address on Reserve Administered By:

Unit No.:  Street No.:  Street Name:  Street Type:  Street Direction:

- Click Apply
- Set the temporary address to Preferred

The screenshot shows the 'Addresses' window with a table containing two address entries. The 'Set Preferred' button and the radio button for the second entry are highlighted with red boxes.

	Address Type	Address	Address Detail	Effective From	Effective To	Preferred	Active Household Members	Valid	On Reserve
<input type="radio"/>	Postal address	80 Gilby Crescent , Beaver Bank, Nova Scotia, B4G1E6, Canada		2017 Nov 06		✓	1	-	
<input checked="" type="radio"/>	Temporary address	89 Sackville Drive , Nova Scotia, Canada		2018 Feb 11			1	-	

- Save the Client Record

Addresses										
<input type="button" value="Add"/>										
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="View Map"/> <input type="button" value="Set Preferred"/>										
		Address Type	Address	Address Detail	Effective From	Effective To	Preferred	Active Household Members	Valid	On Reserve
<input type="radio"/>		Temporary address	89 Sackville Drive , Nova Scotia, Canada		2018 Feb 11		✓	1	-	
<input type="radio"/>		Postal address	80 Gilby Crescent , Beaver Bank, Nova Scotia, B4G1E6, Canada		2017 Nov 06			1	-	

Total: 2 10

### Add a different Phone Number

Telephone Numbers				
<input type="button" value="Add"/>				
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Set Preferred"/>				
	Number	Effective From	Effective To	Preferred
<input type="radio"/>	Primary home: 902-222-2222	2017 Nov 06		✓

Total: 1 10

- Add the new telephone number with a usage of mobil contact.

Telephone Numbers	
<b>Add Telephone Number</b> <span style="float: right;"> <input type="button" value="Apply"/> <input type="button" value="Reset"/> <input type="button" value="Print"/> <input type="button" value="Close"/> </span>	
Telephone Number: * Country: <input type="text" value="Canada"/>	* Number: <input type="text" value="902-223-4444"/> x <input type="text"/>
* Effective From: <input type="text" value="2018/02/11"/>	To: <input type="text" value="yyyy/mm/dd"/>
* Usage: <input type="text" value="mobile contact"/>	
<input type="button" value="Apply"/> <input type="button" value="Reset"/>	

- Click Apply
- Set the mobile contact to Preferred

Telephone Numbers Add

Update Delete **Set Preferred**

	Number	Effective From	Effective To	Preferred
<input type="radio"/>	Primary home: 902-222-2222	2017 Nov 06		✓
<input checked="" type="radio"/>	mobile contact: 902-223-4444	2018 Feb 11		

Total: 2 10

- Save the Client Record

Telephone Numbers Add

Update Delete Set Preferred

	Number	Effective From	Effective To	Preferred
<input checked="" type="radio"/>	mobile contact: 902-223-4444	2018 Feb 11		✓
<input type="radio"/>	Primary home: 902-222-2222	2017 Nov 06		

Total: 2 10