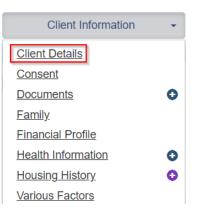


HT26: HOW TO ADD CONTACT INFORMATION

Contact Information may be added as a record after a client has been added to HIFIS.

How to Add Contact Information

1. Navigate to the client file, then select Client Information > Client Details.



2. From the Contact Info tab, click Add Contact Information.

Client	- Vitals							0	0
Vitals	Contact Info P	nysica	l Appearance	Languages	Comments	\$			
Showii	ng 0 to 0 of 0 entries	Show [10 🗸 entries		Filter	tems			
Me	eans of communication	٥	Value	٥	Extension	٥	Action	1	\$
			No data is	available in the	table				
O A	dd Contact Informatio	n							

3. Add means of communication (email, phone, etc.) and type the value, then click Save. Repeat to add additional communication methods.

Add Contact				
Means of communication	Select an option	• ★		
Value		*		
			H Save	Close