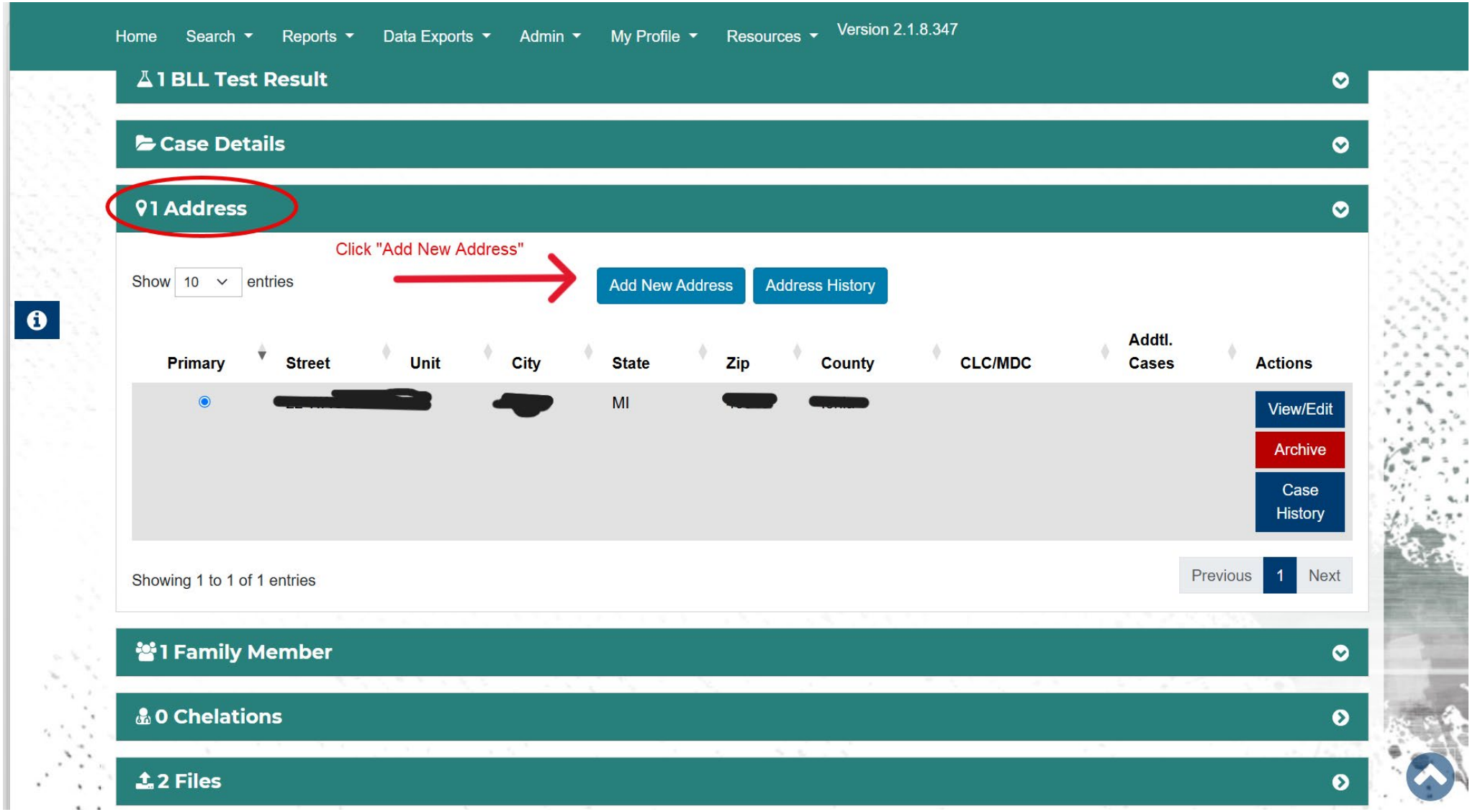
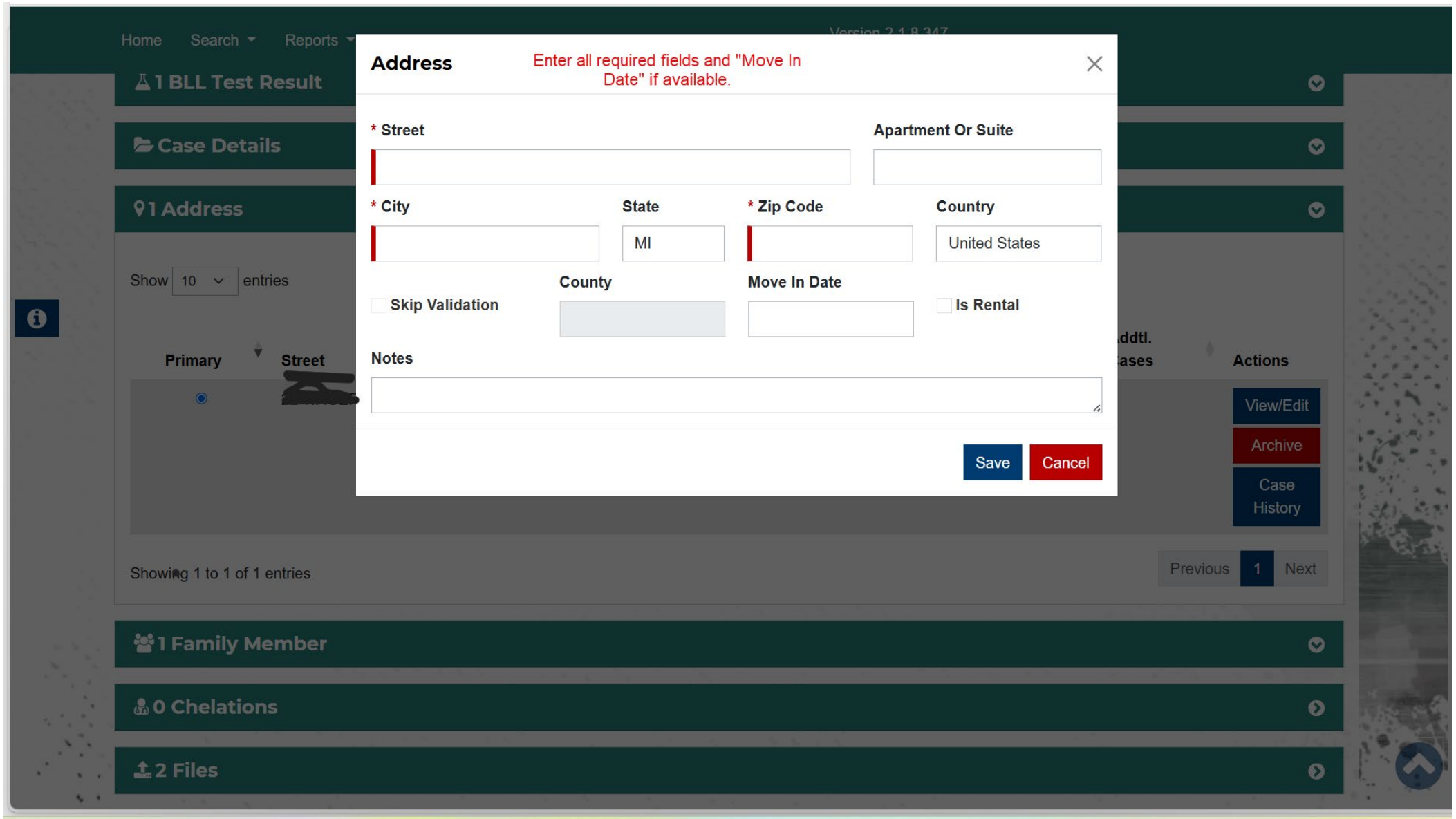
How to Update Contact Information in MICLEAR

Address Update

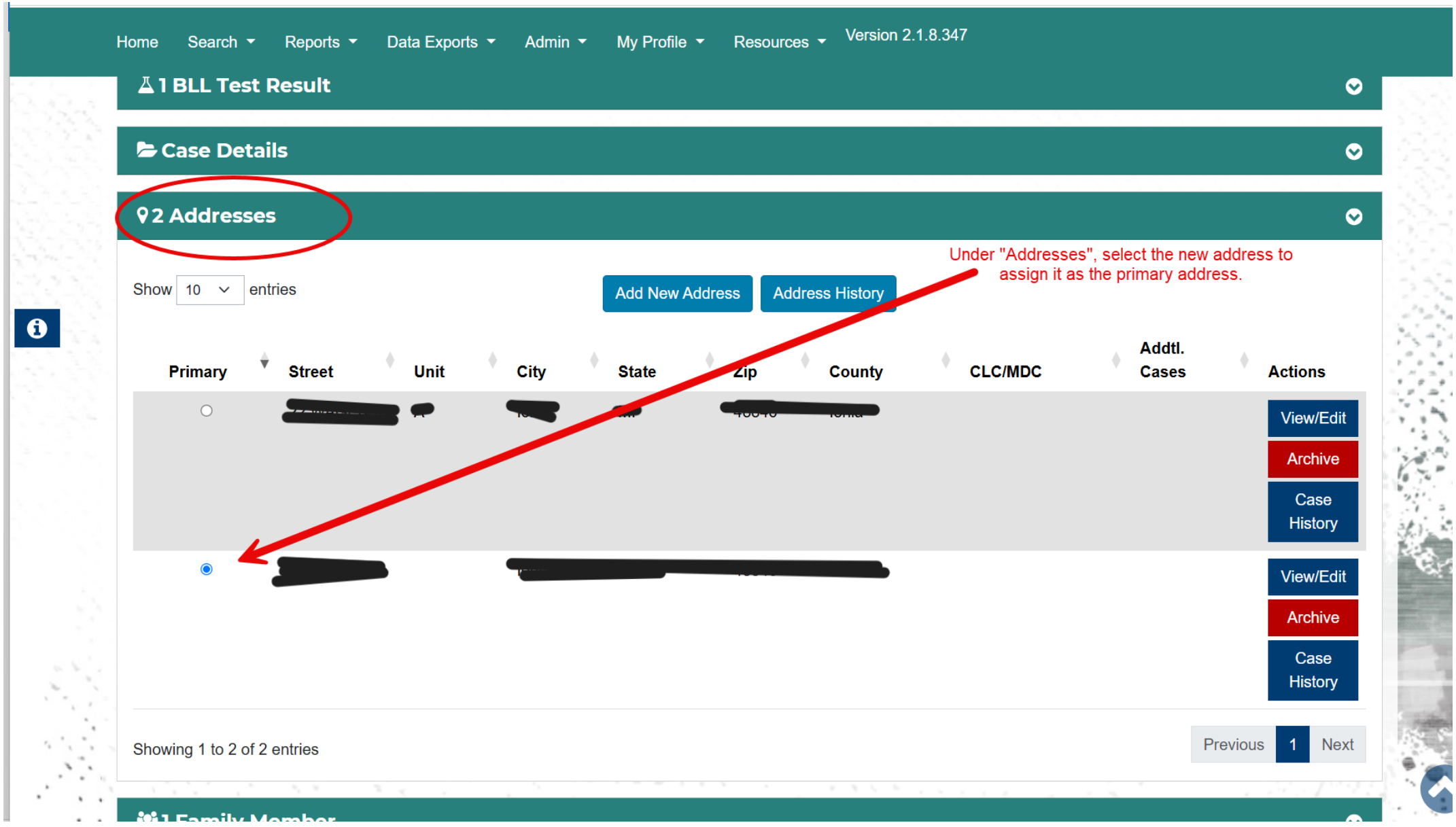
Step 1


Home
Search
Reports
Data Exports
Admin
My Profile
Resources
Version 2.1.8.347
1 BLL Test Result
Case Details
1 Address
Click "Add New Address"
Show 10 entries
Add New Address
Address History
Primary
Street
Unit
City
State
Zip
County
CLC/MDC
Addtl. Cases
Actions
MI
View/Edit
Archive
Case History
Showing 1 to 1 of 1 entries
Previous
1
Next
1 Family Member
0 Chelations
2 Files

Step 2

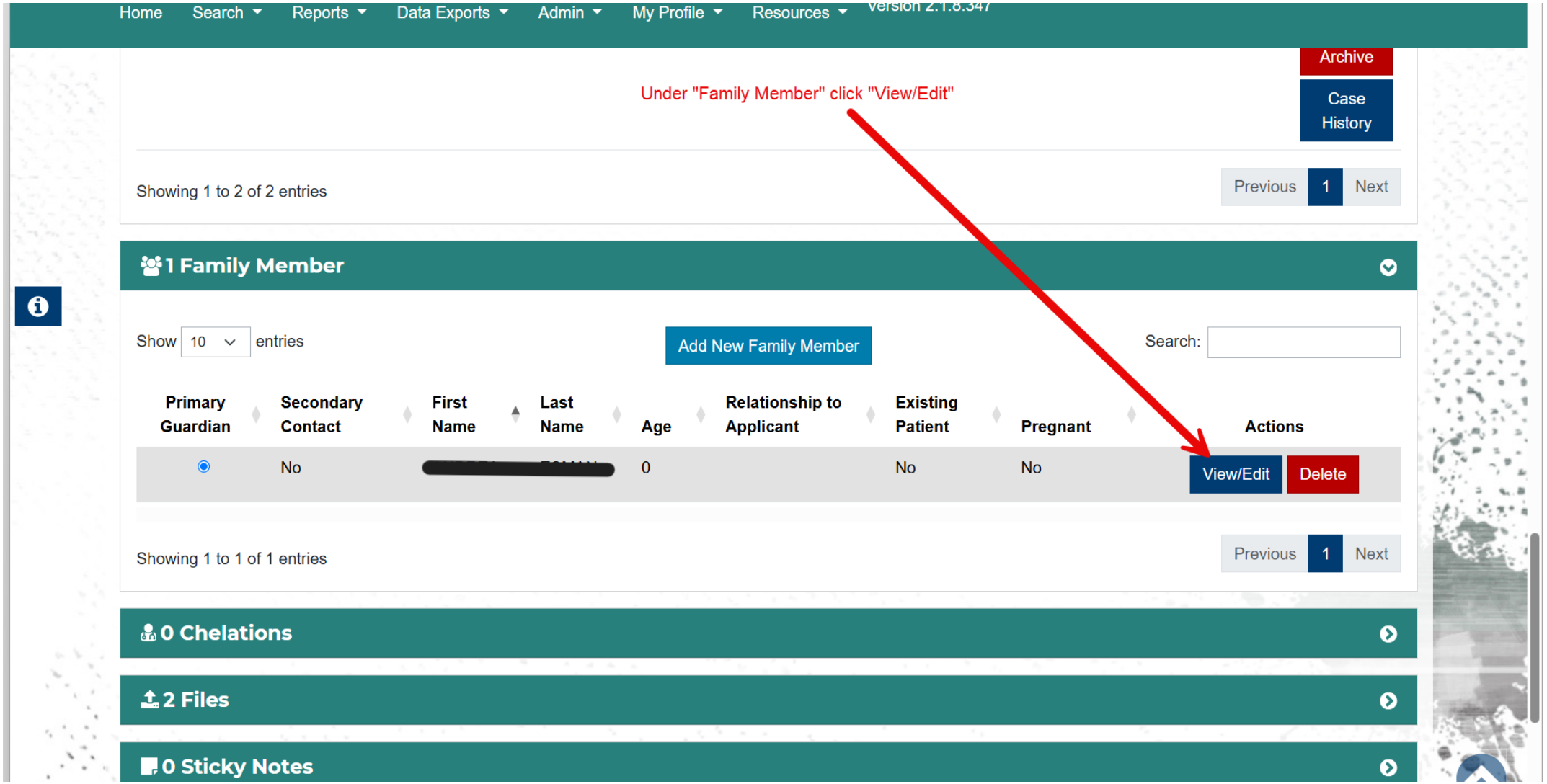

Home
Search
Reports
1 BLL Test Result
Case Details
1 Address
Show 10 entries
Primary
Street
Actions
View/Edit
Archive
Case History
Showing 1 to 1 of 1 entries
Previous
1
Next
1 Family Member
0 Chelations
2 Files
Address
Enter all required fields and "Move In Date" if available.
* Street
Apartment Or Suite
* City
State
MI
* Zip Code
Country
United States
County
Move In Date
Skip Validation
Is Rental
Notes
Save
Cancel

Step 3

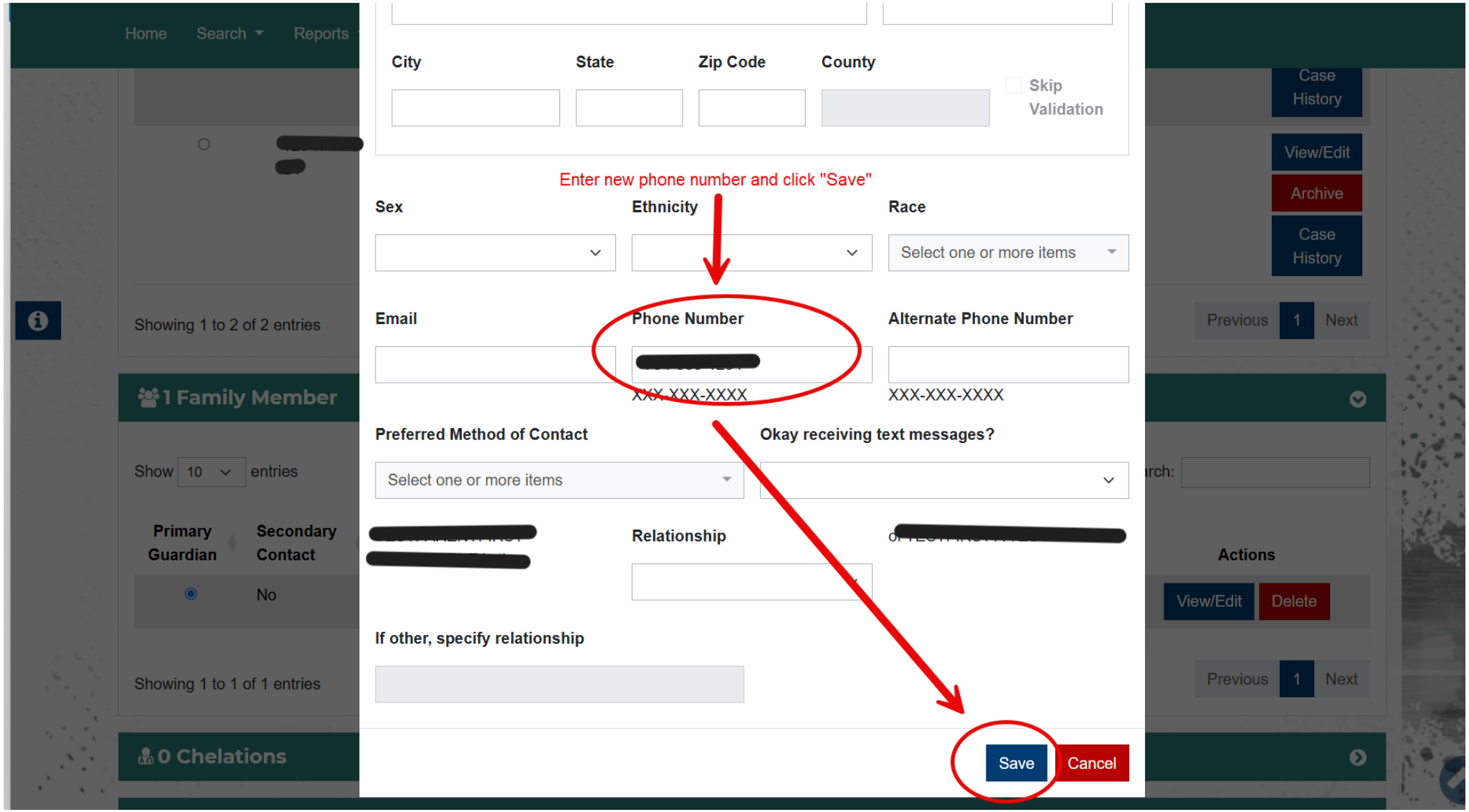

Home
Search
Reports
Data Exports
Admin
My Profile
Resources
Version 2.1.8.347
1 BLL Test Result
Case Details
2 Addresses
Under "Addresses", select the new address to assign it as the primary address.
Show 10 entries
Add New Address
Address History
Primary
Street
Unit
City
State
Zip
County
CLC/MDC
Addtl. Cases
Actions
View/Edit
Archive
Case History
View/Edit
Archive
Case History
Showing 1 to 2 of 2 entries
Previous
1
Next

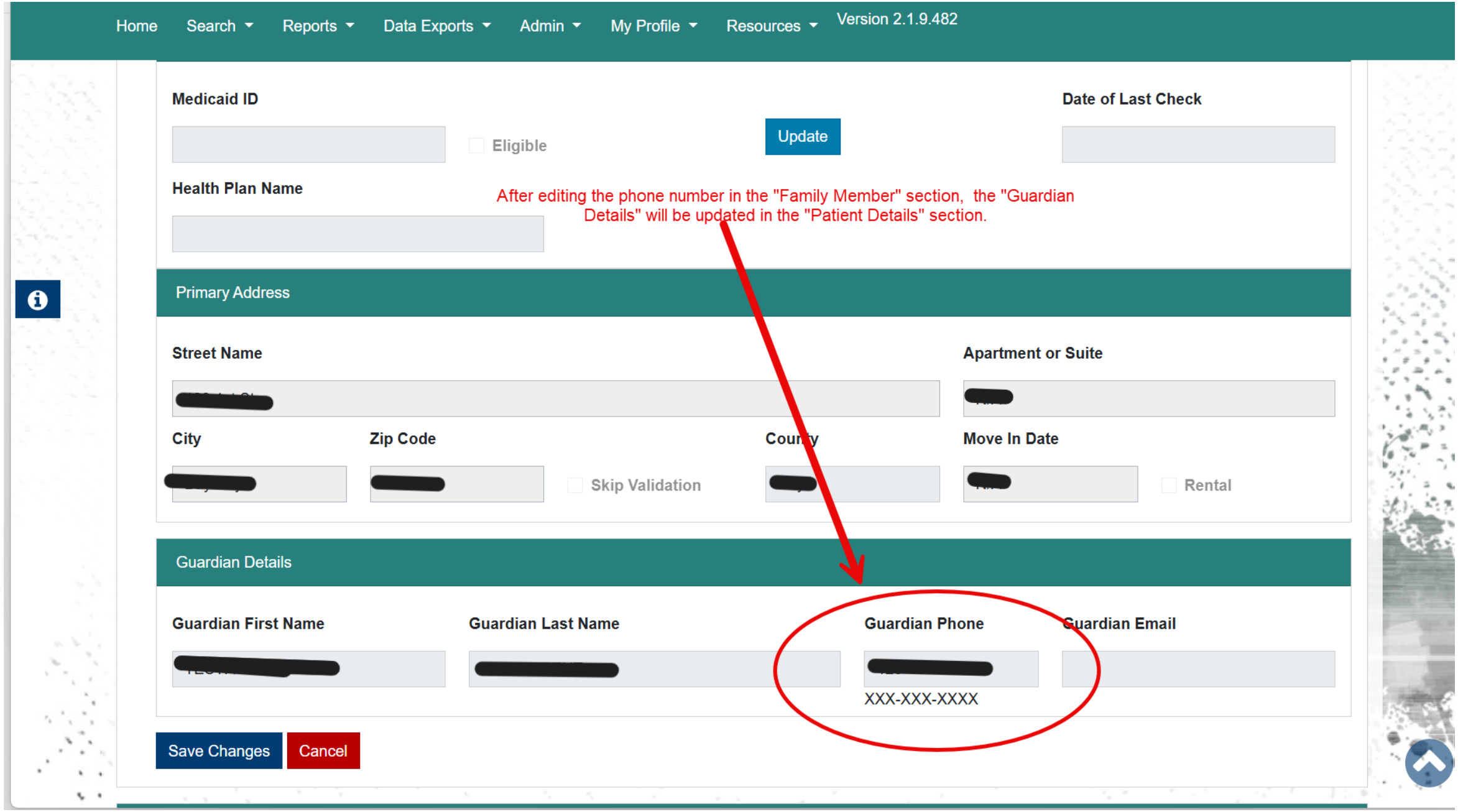
Phone Number Update

Step 1


Home
Search
Reports
Data Exports
Admin
My Profile
Resources
Version 2.1.8.347
Archive
Case History
Under "Family Member" click "View/Edit"
Showing 1 to 2 of 2 entries
Previous
1
Next
1 Family Member
Show 10 entries
Add New Family Member
Search:
Primary Guardian
Secondary Contact
First Name
Last Name
Age
Relationship to Applicant
Existing Patient
Pregnant
Actions
No
0
No
No
View/Edit
Delete
Showing 1 to 1 of 1 entries
Previous
1
Next
0 Chelations
2 Files
0 Sticky Notes

Step 2


Home
Search
Reports
City
State
Zip Code
County
Skip Validation
Enter new phone number and click "Save"
Sex
Ethnicity
Race
Select one or more items
Email
Phone Number
Alternate Phone Number
XXX-XXX-XXXX
XXX-XXX-XXXX
Preferred Method of Contact
Select one or more items
Okay receiving text messages?
Relationship
If other, specify relationship
Save
Cancel
Case History
View/Edit
Archive
Case History
Showing 1 to 2 of 2 entries
Previous
1
Next
1 Family Member
Show 10 entries
Primary Guardian
Secondary Contact
No
Actions
View/Edit
Delete
Showing 1 to 1 of 1 entries
Previous
1
Next
0 Chelations


Home
Search
Reports
Data Exports
Admin
My Profile
Resources
Version 2.1.9.482
Medicaid ID
Eligible
Update
Date of Last Check
Health Plan Name
After editing the phone number in the "Family Member" section, the "Guardian Details" will be updated in the "Patient Details" section.
Primary Address
Street Name
Apartment or Suite
City
Zip Code
Skip Validation
Move In Date
Rental
Guardian Details
Guardian First Name
Guardian Last Name
Guardian Phone
Guardian Email
XXX-XXX-XXXX
Save Changes
Cancel

Landline/Other Phone Number

If there is a landline that is not associated with a specific family member, you can add this information to the patient details section instead of associating it with a specific family member.

