

Adding References

You may need to add references such as NHS number or passport number on the client's record.

On the client's record, select **Person details** and **References**.

Person summary - Nicole Lewis (200111) born 13 May 1945 (76 years old)

- Person details >
- Start >
- Case notes
- Documents
- Visits
- Education >
- Health >
- Consent
- Legal status
- Offences
- Registrations
- Carer data >
- Alerts history

Basic details

Addresses

Telephone numbers / E-mail

Classes

Other names

Date of death

GP

Organisational relationships

Personal relationships

Worker relationships

Employment status

References

Service user groups

Click on **Add** at the bottom right. Then select **Reference type** from the drop down menu and complete the **Reference**.

Add reference - Nicole Lewis (200111) born 13 May 1945 (76 years old)

Reference type *

Reference *

- FS Family ID
- FSW SEND
- Family Outcomes Group ID
- Family Outcomes Individual ID
- Former Unique Pupil No
- GOSH PIMS Number
- Home Office Reg. No.
- Housing Options Bidding No.
- IEYSTG
- Impulse No.
- LACCS Person ID
- LADD ID
- Legacy Person Reference
- Legacy System No.
- Local Provider Id for suppliers of Supporting People services
- Looked After Children 903 Codes
- MARAC Number
- MRN number
- Merged from person
- NASS number
- NHS No.
- National Insurance No.
- Northgate Housing Number
- Passport Number

Then select **Save** and **Ok**.

The Reference number will appear on the front screen.

Reference numbers

Change

Other references

| | |
|-----------------|-----------|
| Passport Number | 123456789 |
|-----------------|-----------|