

04 How do I edit patient details?

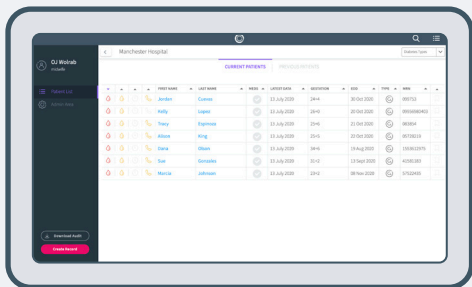
Ref: CORP-052-01

Task: Edit a patient's personal details

Previous actions: Login to the GDM-Health desktop app and create a patient record

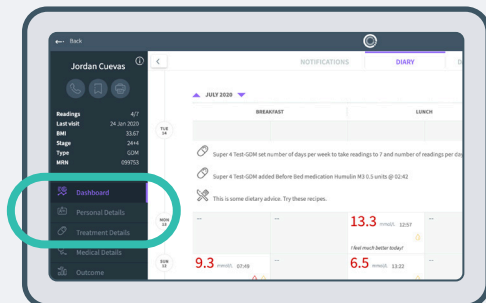
Step 1

After logging in, select the patient by clicking on their name.



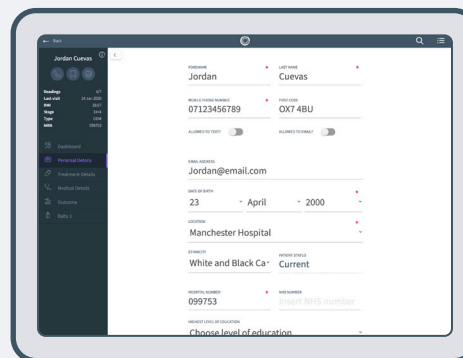
Step 2

Then click on the **Personal details** tab on the left-hand side of the screen.



Step 3

These fields will be auto populated from the information entered when creating a patient.



Step 4

Edit any information by clicking on the required field and changing the details. Then click the **Save** button to save the information before leaving the page.

Step 5

If incorrect or incomplete information is entered, then an error message will appear: **Please complete the missing information underlined in yellow.**

If this occurs, please go back and enter the information correctly or complete any incomplete fields.

