

**BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.**  
**Health Services**

**Policies and Procedures**

Policy Subject/Title: Patient Demographic Update  
Applicability: All Community Health Clinic Staff  
Purpose: To insure proper documentation of demographic information.

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Policy: The following guidelines are to be followed for all Community Health Clinic patients to insure proper documentation of demographic information.

Procedure :

- Patient signs in at check-in
- Check-in clerk checks for the updated information in eClinicalWorks each time the patient comes in for a visit..
- The check-in clerk will ask the patient for current demographics and input in eClinicalWorksl.

The check-out clerk will check all demographic information to insure is in system.