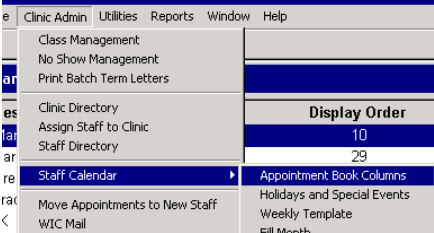
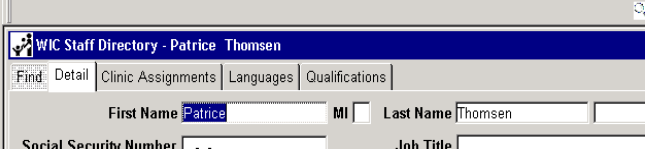




Question	Answer
<p>I printed an appointment letter for a client and the client's name printed with no address. There is an address in demographics. What's going wrong?</p>	<p>Extraneous dashes and commas, etc., can cause printing errors in letters or reports. For example, a comma in the zip code can cause letter printing problems. An apostrophe in a name can potentially cause a report to stop at a particular name. Apostrophes can also cause search problems when searching for a name such as O'Brien. It is better to leave out the apostrophe when entering this name.</p>
<p>I have married and changed my name. What needs to be done to change it in KWIC?</p> 	<p>1. A local staff member with KWIC Administrator security clearance can make a name change in the KWIC system.</p> <p>Use the Clinic Admin/Staff Directory to find and retrieve the staff record. Click on the Detail tab, change the name and save the record.</p>  <p>Editing the name on the Detail tab changes it in the whole KWIC system, except in Appointment Book Columns. Most agencies do not use full names in the appointment book columns, but if you need to change a name here, use Clinic Admin/Staff Calendar /Appointment Book Columns.</p> <p>2. Notify the State Agency (SA) at <a href="mailto:wicstaffchange@kdhe.state.ks.us">wicstaffchange@kdhe.state.ks.us</a> so we can make the change in our records outside of KWIC.</p>

