Recording Other Names

If a person is known to your team under a different name, you must record the other names rather than creating a new person on Mosaic. Recording alternative names will make it easier for all Mosaic Users to identify the correct person and prevent duplicate people being added to the system. Other names include types such as Also Known As, Maiden Name and Preferred Name. The name used within Basic details should be the person's legal name. This is so it can be linked correctly with the NHS system.

Please note: If a person is known by more than one name it is important that all the alternatives are recorded as Other Names. This will ensure that when a Person Search is completed the user will be directed to the correct record. All recording will then take place within one record in Mosaic allowing information to be shared.

To add Other names, select **Person details > Other names** from the side menu on the Person summary page.

Click the **Add** button to add another name for the person:

Provide the details of the other name completing **Title, First names** and **Last name** if possible, as this name will appear when you do a **Person Search**.

Select the relevant type from the **Name type** list for the other name.

Use the **From** date picker to record the date you became aware that the other name existed.

Once a person has an **Other name** recorded, when a **Person Search** is carried out using any of the names that have been recorded for the subject, the search results will direct the user to the same record regardless of which name is searched for.

To **edit** an existing Other name, click its 🖊 edit icon from within Person details> Other names. Alternatively, you can click on **Change** within the **Demographic information** section on the Person summary screen.

If the name is no longer relevant, you must add a **To** date which will end the other name and this name will then not be included in the person search. You can edit the details and click **Save** to save any changes. Click **Cancel** to close the dialog without making any changes.