

## Adults Quick Guide

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### Basic Details

The majority of a person's details should be recorded when creating them in Mosaic. See the **Creating a Person** user guide for further details.

Any details not recorded during the person creation, recorded incorrectly or that need to be updated can be added or edited at a later date as required.

Basic details are not ended; they are just amended if necessary.

For further information LCC staff should refer to the policy around changing a person's name, sex, gender or title on LCC records.

The **Person summary** screen contains a **Demographic information** section which displays information recorded in basic details.

### Recording and Updating Basic Details

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To record or update basic details, from the **Person summary** screen:

Either,

- Click **Person details > Basic details** in the extended sidebar menu


Or,

- Click the **Change** hyperlink against **Basic details** within **Demographic information**



The **Amend basic details** screen displays.

Complete/amend the fields on the screen.

## Important notes:

- **Display** and **Registered name** details can both be recorded – these will display as the same details unless updated
- **Last name** is mandatory for both the **Display** and **Registered name** details
- Where required, refer to the **Show guidance** icon  to record the appropriate **Pronouns** for the person
- If **Date of birth** has been recorded, **age** defaults in
- Unless recorded separately, **Gender** defaults in as per the **Sex (as per Health system)** but can be updated to indicate the person's identified gender
- **Context** is mandatory – it defaults in if the **Date of birth** or **age** has been entered
- **Sub ethnicity** becomes mandatory when **Ethnicity** has been recorded and the list filters based on the ethnicity selected
- Click the **Save** button to return to the **Person summary** screen

Any details recorded or updated will display within **Demographic information** on the **Person summary** screen.

Any notes recorded in the **Gender/Pronoun notes** field will display against the **Pronouns** and **Gender** fields. The notes can be viewed by clicking on the **blue warning triangle**  against these fields (the **blue warning triangle**  is only visible if there are notes recorded).