

How to Create a Patient Record for a Person who does NOT have a Northern Ireland H&C number (i.e. Patients resident outside of Northern Ireland)

If the patient does not have a Northern Ireland H&C number, a vaccination can be recorded on VMS using the '*Create New Patient*' function. This function allows patients from outside NI for example: England, Scotland, Wales, Republic of Ireland, international students, etc. to have their vaccine recorded.

This process will create a patient profile on VMS that vaccinations can be recorded against: Please note: the patients home residential address and postcode (e.g. in England, or abroad etc.) should be added to VMS. Temporary NI accommodation addresses should not be used.

Creating a New Patient on VMS

Search for the patient's H&C number or name, DOB, Postcode as normal. If the name and details do not match a NI registration, you will see the option to create a new patient record:

Name	Date of birth	H&C number	Patient status
No patients found. Try a different name or create new patient.			

Record the reason for creating a new patient record e.g. resident outside NI etc.

Matching exception

Reason for unregistered
☐ Resident outside NI
☐ Overseas Health and Social Care Worker
☐ Homeless
☐ Migrant worker
☐ Approved by DOH
☐ Other (but eligible to healthcare in NI)

You will be then asked to complete some additional fields in a new page:

Contact details

First name

Family name

H&C number (if known - otherwise leave blank)

Gender at birth

▼

Please complete as many fields as possible.

Date of birth

31/12/2001

Ethnic background

▼

Address 1

Address 2

Town / City

Postcode

Postcode

Phone number

Mobile number

Email address

Save Changes

[Or back to patient list](#)

Once this page has been saved the new patient will appear when you search using at least 3 terms e.g. Name, DoB and Postcode.

Once the patient has been selected, vaccinations may be recorded against this patient's VMS record.

Note: As the patient does not have a H&C number there will not be a writeback to any GP records.