



Demographic(s) Update Request Form

Submitter Documentation: (TO BE COMPLETED BY SUBMITTER)

Submitter EIN:	Date:	Phone: () -	Ext.
Authorized Personnel Printed Name:			
Authorized Personnel Signature:			

As on Printed Report

Lab Number:					
Patient First Name:	Patient Last Name:	Patient Date of Birth: / /			
Please select correction from the list below and provide updated demographic on the below line(s).					
☐ First Name	☐ Last Name	☐ Date of Birth	☐ Gender	☐ Race	☐ Ethnicity
☐ Street Address	☐ City	☐ Zip Code	☐ Other		
Updated Demographic:					

As on Printed Report

Lab Number:					
Patient First Name:	Patient Last Name:	Patient Date of Birth: / /			
Please select correction from the list below and provide updated demographic on the below line(s).					
☐ First Name	☐ Last Name	☐ Date of Birth	☐ Gender	☐ Race	☐ Ethnicity
☐ Street Address	☐ City	☐ Zip Code	☐ Other		
Updated Demographic:					

As on Printed Report

Lab Number:					
Patient First Name:	Patient Last Name:	Patient Date of Birth: / /			
Please select correction from the list below and provide updated demographic on the below line(s).					
☐ First Name	☐ Last Name	☐ Date of Birth	☐ Gender	☐ Race	☐ Ethnicity
☐ Street Address	☐ City	☐ Zip Code	☐ Other		
Updated Demographic:					

Please Fax completed form to: (919) 715 - 8610

Laboratory Documentation: (TO BE COMPLETED BY NC SLPH)

Request Updated by:	Date:
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Demographic(s) Update Request Form - Instructions

Verify Patient Demographics in LWP:

Before adding a new patient in the "Add New Patient" section, the submitter must verify that **all** demographic information is correct.

Why this is important: Creating a new patient record generates a unique Patient ID (PID) in the SLPH Laboratory Information Management System (LIMS). Submitters **cannot** edit or delete this information, even if the test order is cancelled. Only SLPH staff can update patient demographics in LIMS.

If a test order is cancelled due to incorrect demographics and then entered with corrected information, LIMS will generate **two** patient IDs:

- One for the cancelled order with incorrect demographics
- One for the new order with correct demographics

This results in duplicate patient records, some containing inaccurate information.

How to Request a Demographic Update

Step 1: Confirm specimen status

SLPH will only make demographic changes **after the specimen has been received** and the LWP test status is one of the following:

- "Received"
- "In process"
- "Published report"

If the status is **"in transit," do not submit** the Demographic(s) Update Request Form. Changes submitted at this stage may affect accessioning or specimen acceptability.

Step 2: Submit a Demographic Change Request

Once the specimen has been received:

- a. Download the [Demographic\(s\) Update Request Form](#) from the LWP Resources webpage.
- b. Complete the form fully, entering all demographic fields that need correction. Up to three patients may be included per form.
- c. Fax the completed form to SLPH at **919-715-8610**.