

## SIGN IN CLERK PROCEDURES

- Log in to HMIS.
- At top of screen, the Job Role should be “Sign In Clerk”.
- Click “Sign In” icon at top of the screen.
- At the “Sign In Information” screen, click “Advanced Search”.
- The “Client Identification Process” screen appears.
- If the client has an SSN card, enter the SSN in the “**Identifier Search**” section. Click “Find”. If there is an exact match, the client’s name will appear in the grid below. Double click the client’s name and the information will automatically be entered into the “Sign In Information” screen.
- If the client **does not** have documentation of the SSN or if you searched on a SSN that did not return a match go to the “**Client Information**” section. Enter the First and Last Name and choose “Find”. If you are not sure of the spelling of the first name, enter the First initial in the First Name block. Enter the Last Name and press “Enter”.

**(Note: Do not enter the SSN in the field located in the “Client Information” section).**

- Choose the correct client from the grid and double click the client’s name. The client’s information will appear in the “Sign In Information” screen.
- If the “Search” function returns no client, which means that the client is new to OESS. Click “Cancel to return to the “Reception Interview”. Enter the fields starting with “SS #”.
- Choose “Family Type” and enter family composition numbers.
- Go to the “Forward To” field. Enter either “Front Desk” or “Other Appointment”.
- Optional - Enter notes in “Reason for Visit.”
- Click “Save”.