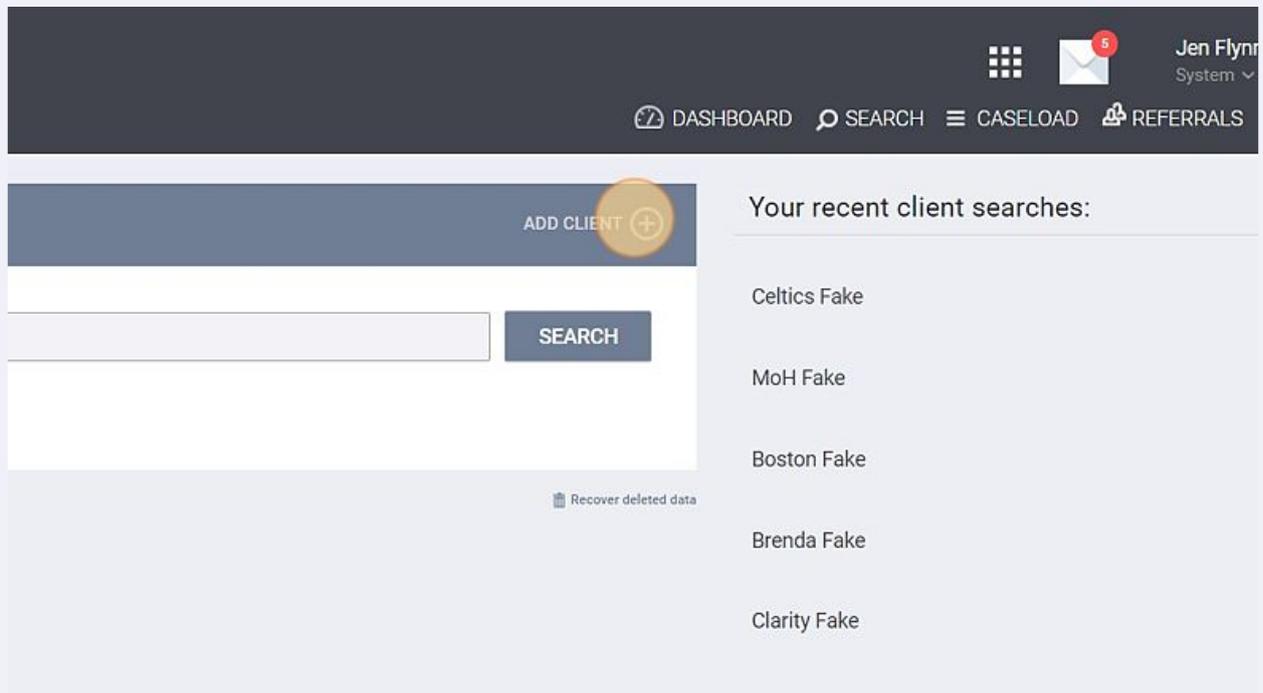


# 3. Clarity Human Services Scribe<sup>™</sup>

## - Add a Client

1 Navigate to [boston.clarityhs.com/client](https://boston.clarityhs.com/client)

2 Click "ADD CLIENT"



3 Click "Social Security Number"

## System

### CREATE A NEW CLIENT

Social Security Number

Quality of SSN

Select



Last Name

First Name

Quality of Name

Select



Quality of DOB

Select



Date of Birth

///

4 Click "Quality of SSN" dropdown.

## System

### CREATE A NEW CLIENT

Social Security Number

123 - 45 - 6789

Quality of SSN

Select



Last Name

First Name

Quality of Name

Select



Quality of DOB

Select



Date of Birth

///

Middle Name

None



Gender

Select



## 5 Complete Name

CREATE A NEW CLIENT

Social Security Number	123 - 45 - 6789
Quality of SSN	Full SSN Reported <span>▼</span>
Last Name	
First Name	
Quality of Name	Select <span>▼</span>
Quality of DOB	Select <span>▼</span>
Date of Birth	__/__/__

## 6 Click "Quality of Name" dropdown.

Social Security Number	123 - 45 - 6789
Quality of SSN	Full SSN Reported <span>▼</span>
Last Name	Fake
First Name	Bruins
Quality of Name	Select  <span>▼</span>
Quality of DOB	Select <span>▼</span>
Date of Birth	__/__/__
Middle Name	None <span>▼</span>
Gender	Select <span>▼</span>
Race	Select <span>▼</span>

7 Click "Quality of DOB" dropdown.

A screenshot of a form with the following fields and values:

Social Security Number	123 - 45 - 6789
Quality of SSN	Full SSN Reported
Last Name	Fake
First Name	Bruins
Quality of Name	Full name reported
Quality of DOB	Select
Date of Birth	__/__/__
Middle Name	None
Gender	Select
Race	Select

An orange circle highlights the "Quality of DOB" dropdown menu, which currently shows "Select". A blue circle highlights the "Race" field.

8 Click the "Date of Birth" field.

A screenshot of a form with the following fields and values:

Social Security Number	123 - 45 - 6789
Quality of SSN	Full SSN Reported
Last Name	Fake
First Name	Bruins
Quality of Name	Full name reported
Quality of DOB	Full DOB Reported
Date of Birth	__/__/__
Middle Name	None
Gender	Select
Race	Select

An orange circle highlights the "Date of Birth" field, which contains a date input mask "\_\_/\_\_/\_\_". A blue circle highlights the "Race" field.

9 Click "Gender"

Social Security Number	123 - 45 - 6789
Quality of SSN	Full SSN Reported
Last Name	Fake
First Name	Bruins
Quality of Name	Full name reported
Quality of DOB	Full DOB Reported
Date of Birth	01/01/1975 Adult. Age: 48
Middle Name	None
Gender	Select
Race	<input type="checkbox"/> Female
	<input type="checkbox"/> Male

10 Click the "Race" field.

Quality of DOB	Full DOB Reported
Date of Birth	01/01/1975 Adult. Age: 48
Middle Name	None
Gender	Male
Race	Select
Ethnicity	<input type="checkbox"/> American Indian, Alaska Native, or Indigenous
	<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/> Black, African American, or African
	<input type="checkbox"/> Native Hawaiian or Pacific Islander
	<input type="checkbox"/> White
	<input type="checkbox"/> Client doesn't know
	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected
Veteran Status	

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**11** Click "Ethnicity" dropdown.

Quality of DOB	Full DOB Reported	▼
Date of Birth	01/01/1975	Adult. Age: 48
Middle Name	None	▼
Gender	Male	▼
Race	White	▼
Ethnicity	Select	▼
Veteran Status	Select	▼

**ADD RECORD** **CANCEL**



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**12** Click "Veteran Status" dropdown.

Quality of DOB	Full DOB Reported	▼
Date of Birth	01/01/1975	Adult. Age: 48
Middle Name	None	▼
Gender	Male	▼
Race	White	▼
Ethnicity	Non-Hispanic/Non-Latin(a)(o)(x)	▼
Veteran Status	Select	▼

**ADD RECORD** **CANCEL**



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13

Click "ADD RECORD"

Quality of DOB	Full DOB Reported	▼
Date of Birth	01/01/1975	Adult. Age: 48
Middle Name	None	▼
Gender	Male	▼
Race	White	▼
Ethnicity	Non-Hispanic/Non-Latin(a)(o)(x)	▼
Veteran Status	No	▼



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