



Map Existing Demographic Fields/Values to Standard Demographic Fields/Values

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Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Demographics Mapping

About

As you know, to comply with federal regulations NSS has deployed new **standardized demographics fields** to your Face Sheet. Your existing fields and existing data will be preserved for as long as you wish to keep them on your Face Sheet. However, to make this transition easier, the new Standardized Demographics fields can be populated with a client's existing data, using the **Demographics Mapping tool** in System Setup (Supplemental). This is a **one-time** mapping of data that your Agency will need to complete. Once you've completed the steps below and NextStep triggers the data mapping, the data will be displayed in the new **Client Details** panel.



Note: Please reach out to support@nssbehavioralhealth.com to have NSS review your selections and trigger the mapping to populate the fields.

- [Map a Standardized Demographic Field](#)
- [Delete a Mapped Demographic Field](#)

Map a Standardized Demographic Field

1. Navigate to the Demographics Mapping section following the path above.
2. Click the **New** button.



Note: It is recommended to map the Birth Sex field first, as this field permits access to various features throughout the system including ePrescribe.

3. Click the **Map from: Customer Demographic Field:*** drop-down and select an existing demographic Face Sheet field.
4. Click the **Map from: Customer Demographic Field Values:*** drop-down and select an existing demographic Value field.
5. Click the **Map to: Standard Demographic Field:*** drop-down and select a Standard Demographic Face Sheet field.
6. Click the **Map to: Standard Demographic Field Values:*** drop-down and select a Standard Demographic Value field.
7. Click the **Save** button.

Map from: Customer Demographic Field:*	Gender
Map from: Customer Demographic Field Values:*	Male
Map to: Standard Demographic Field:*	Birth Sex
Map to: Standard Demographic Field Values:*	Male

Save Cancel

8. Repeat the steps until all demographic fields and values are mapped.
9. Please reach out to support@nssbehavioralhealth.com to have NSS review your selections, and trigger the mapping to populate the fields.

Delete a Mapped Demographic Field





1. Navigate to the Demographics Mapping section: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Demographics Mapping.**
2. Click the **Delete** button

Standard Demographic Field	Customer Demographic Field	Standard Demographic Field Values	Customer Demographic Field Values	Delete
Birth Sex	Gender	Male	Male	Delete

3. Click the **OK** button to confirm the deletion.

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Confirm Delete?

