The purpose of this document is to explain how to clean up a Personal Health Number (PHN).

1. How to find "bad" PHN
2. *In the school view*, **Student** Top Tab > Options > Exports> BC PHN Validation
3. Click Include Headings Checkbox then click Run
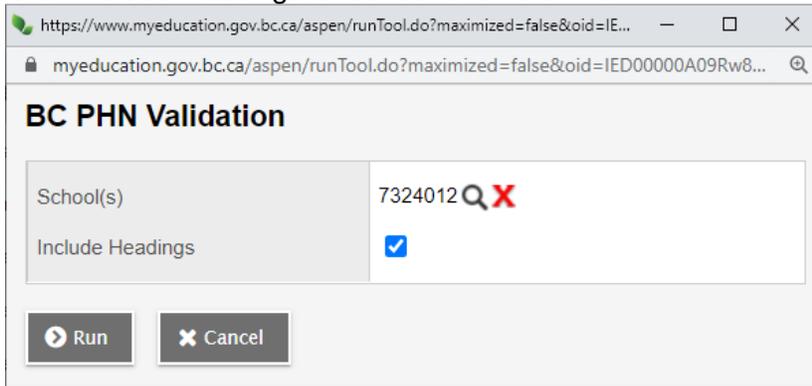
4. Download the file. Change the file name so that it ends in .CSV instead of .TXT
5. Open the file with EXCEL
6. Column D (Pupil #) and E (Bad PHN Number) of the spreadsheet are the relevant data

How to Fix

7. *In the school view,* **Student** Top Tab > Search for the student > **Details** side Tab
8. Copy the data in the BC Personal Health Number box into the Memo field and date it.
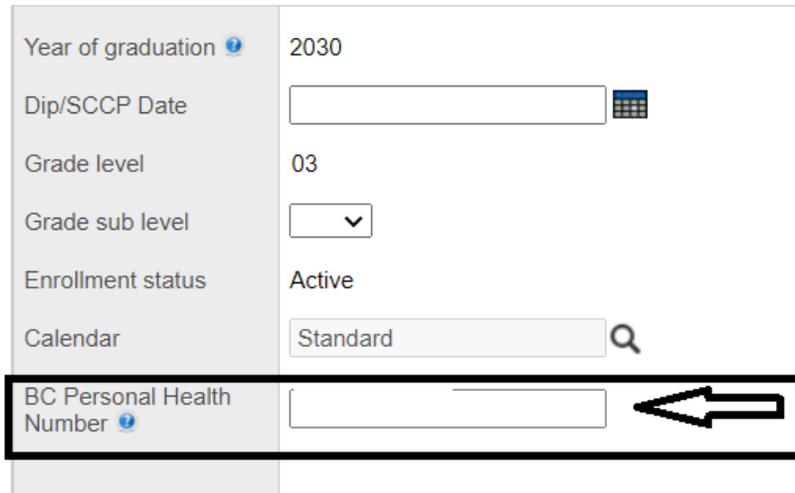
9. Remove the data from the BC Personal Health Number field so that it is blank.
10. Save