ICANS USER GROUP

May 23rd 2019
TODAY’S AGENDA:

- Welcome
- Upcoming Enhancements:
  - Social Security Number will no longer be required. Entry of all zeros into the SSN field will be accepted.
- Questions and Answers
- Adjourn
The next update to the ICANS system will allow you to create a new client even if you do not have a Social Security Number. This is done by entering all zero’s (000-00-0000) into the SSN field. Best practice is to always try and get the full SSN. Only use all zero’s (000-00-0000) as the SSN when you cannot obtain the client’s SSN. It is important to always try and get the client’s SSN because when you use all zero’s (000-00-0000) it makes it easier to accidentally enter duplicate clients into ICANS. The duplicate client check built into ICANS won’t catch duplicates based on SSN when the SSN is zeros.
WHERE TO ENTER THE SOCIAL SECURITY NUMBER

Enter the client’s Social Security Number or all zero’s (000-00-0000) when creating a new client in ICANS.
Thank you for attending the ICANS User Group

For input, questions or potential topics:

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