

Change Notice: Begin Collecting Preferred Name and Pronoun

Who? All Epic Prelude Users

What? To be more inclusive and better serve all of our patients, SOGI (Sexual Orientation and Gender Identity) updates are being implemented with the Epic 2018 Upgrade.

Effective
02/10/19

Beginning 2/10/19 begin asking every new and existing patient and enter two additional registration items at the time of registration and/or scheduling:

1. Preferred Name
2. Preferred Pronouns

Why? By capturing the patient's preferred name and pronouns early, we can be sure to properly and respectfully address the patient.

SOGI Changes Coming With Epic 2018 Upgrade

1. The Patient's **Preferred Name** now displayed on the tab and listed in bold above the **Legal Name** on the patient header.
2. **Preferred Pronoun** is now a link that allows registration staff to add or change the patient's preferred pronouns. (Detailed steps shown on the next page.)

Knit, Pat Erco
Legal Name: Knit, Jenny Erco
Preferred Pronoun: he/him/his
MRN: U3659023
Age: 47 year old, Female, 07/07/1971

Language: German
Need Interp: Yes
PCP: McGough, Peter Myles...
PCP InBasket Access: Yes

Consent: No Acknowledgement
eCare: Inactive
Patient Types: None
Primary Loc: ZZUWPN SHORE

Registration
Response His...
Detailed View
Travel Screening
Appt Desg
PCP
Claim Info
Benefits
View WQs
Reg H

Knit, Jenny Erco "Pat"
Appt Information
Documents Table
Patient Identifiers

DEMOGRAPHICS
Knit, Jenny Erco "Pat"
Female | 7/7/1971 (47 yrs) | xxx-xx-9999 | MRN: U3659023
Demogr: 12222 12TH AV NE Home 425-656-5655

3. Two new **Legal Sex** options are now available for selection:

- **X and Non-Binary**

These terms have the same meaning but one or the other will be listed on the patient's state issued identification.

Patients can update their **Legal Sex** by providing us an Official Document that displays this as true.

Sex Select

Search:

Female
Male
Nonbinary
Unknown
X

5 categories loaded.

Always pick the patient's **Legal Sex** from their state issued identification. Add at patient registration and verify at clinic check in.

Accept Cancel

Definitions

Non-binary and X: Are defined by the state and mean a gender that is not exclusively male or female, including, but not limited to, intersex, agender, amalgagender, androgynous, bigender, demigender, female-to-male, genderfluid, genderqueer, male-to-female, neutrois, nonbinary, pangender, third sex, transgender, transsexual, Two Spirit, or unspecified.

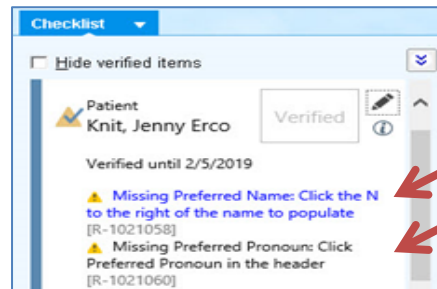
Only select the legal sex that is listed on their state issued identification.

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Collecting Preferred Name and Pronouns

On 2/10/19, begin asking all existing and new patients for their Preferred Name and Pronouns during, registration, scheduling and/or check in.

1. Review the Registration Sidebar checklist to see if these fields have been previously completed. If not, warning messages will display.



Add the Preferred Name

2. Click the **Missing Preferred Name** link on the checklist or the **Demographics** link on the Facesheet.
3. Click the **N** on the Name Field.

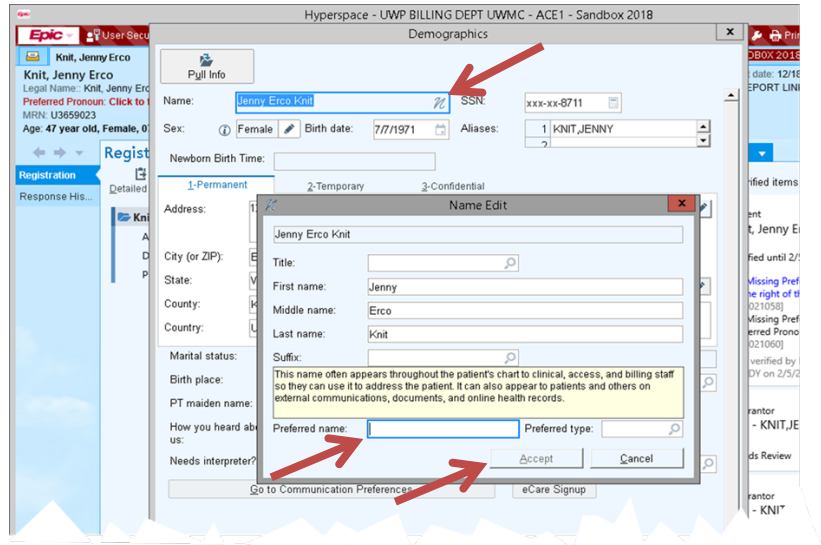
Ask the patient: "Is there another name you like to be called?"

Explain: "Like a nickname, other than your legal name. For example, a patient named Robert may prefer Bob."

4. Enter the **Preferred Name**.

The Preferred Type automatically fills.

5. Click **Accept**.



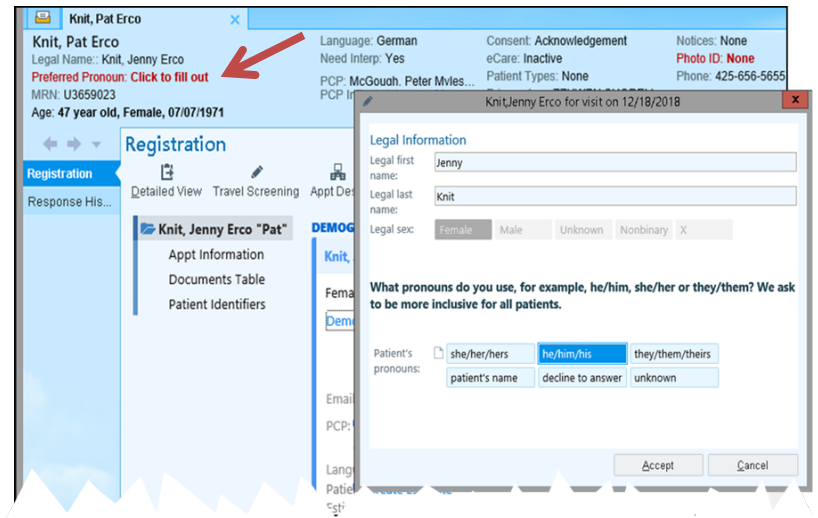
Add the Preferred Pronoun

6. Click the **Preferred Pronoun: Click to fill out** link in the patient header.

The **Legal Information** form opens that contains recommended scripting: "What pronouns do you use, for example, he/him, she/her, or they/them? We ask to be more inclusive for all patients."

7. Click the button for the **Patient's Pronouns**.
8. Click **Accept**.

Note: the selected pronouns will not display until the record is next opened.



Pronouns are used instead of a name when referring to a patient when we are providing care.

- She/Her/Hers: "She is in the waiting room."
- He/Him/His: "Please help him complete the form."
- They/Them/Theirs: "They have now arrived."