

Work Instruction Title:	Adoption and Transgender	Document No:	?
Version:	1.0	Version Date:	28/11/2018
Author:	Hawkins KarenJ (BFWH) Health Records Service Manager	Approved by:	Hawkins KarenJ (BFWH)
Audience:	Information Governance Staff		
Purpose	Work instructions to show staff how to deal with a request to change a patient's gender or child adoption request		

Information Governance (IG) SOP **Adoption and Transgender**

Transgender Patient's

- ❖ IG to ask the Data Quality Team (DQT) to print off the patient's new National Health Service (NHS) Number and their updated demographic details. The DQT will access the NHS Spine for this information. DQT will then pass the print off to IG.
- ❖ Using the printed updated details IG will create a new HISS registration (new Hospital Number allocated) for the patient which contains the patient's new NHS Number.
- ❖ IG will update the patient's demographic details on their new HISS registration as requested i.e. gender, title and name etc.
- ❖ IG will retrieve ALL (all volumes) the patient's Casenote folders and trace them on the HISS system to themselves.
- ❖ With the patient's Casenote folder(s) in hand IG to ask the DQT team to electronically merge the patient's previous HISS registration with the new registration and retain the new registration. The patient's Alias name must not be retained during the merge process.
- ❖ IG to ask the DQT to make arrangements to ensure that Radiology, Pathology and Pharmacy departments are informed of the patient's new demographic details and their merged hospital numbers.
- ❖ IG will update the patient's Tracing(s) and Casenote Type(s) on HISS to reflect the merged registrations.
- ❖ IG to update the patient's existing Casenote folder(s) (all the patient's folder volumes must be updated) using their new hospital number by placing updated barcode/identification labels on the covers. Any old labels must be destroyed.
- ❖ IG to update the patient's demographic details in the front inside cover of their folder(s).
- ❖ IG to file the patient's request letter in their Health Record Folder within section 1.
- ❖ IG to update the Allergy /Attention Card within the Communication section stating to refer to the patient's letter held in section 1.

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- ❖ IG to inform the EMIS, Lillie, SystemOne and System of Excellence (SOE) System Administrators of the change to make the appropriate changes on their systems, adhering to their local Standard Operating Procedure (SOP). **System Administrators Contact details in Appendix 1.**

Adoption Patient's

- ❖ IG to ask the Data Quality Team (DQT) to print off the Child's new National Health Service (NHS) Number and their updated demographic details. The DQT will access the NHS Spine for this information. DQT will then pass the print off to IG
- ❖ Using the printed updated details IG will create a new HISS registration (new Hospital Number allocated) for the child which contains the child's new NHS Number.
- ❖ IG will update the child's demographic details on their new HISS registration as requested i.e. name, address etc.
- ❖ IG will retrieve ALL (all volumes) the child's Casenote folders and trace them on the HISS system to themselves.
- ❖ With the child's Casenote folder(s) in hand IG to ask the DQT team to electronically merge the patient's previous HISS registration with the new registration and retain the new registration. **The patient's Alias name must not be retained during the merge process.**
- ❖ IG to ask the DQT to make arrangements to ensure that Radiology, Pathology and Pharmacy departments are informed of the child's new demographic details and their merged hospital numbers.
- ❖ IG to ask the DQT to unlink the Mother/Child link on the mother's HISS registration.
- ❖ IG will update the patient's Tracing(s) and Casenote Type(s) on HISS to reflect the merged registrations.
- ❖ IG to update the child's existing Casenote folder(s) (all the child's folder volumes must be updated) using their new hospital number by placing updated barcode/identification labels on the covers. Any old labels must be destroyed.
- ❖ IG to ensure that information relating to their pre-adoptive identity or whereabouts of the birth parents is not shown in the child's folder, for example blocking out all references to the previous name and any information that may identify members of the birth family.
- ❖ IG to update the child's demographic details in the front inside cover of their folder(s).
- ❖ IG to inform the Community Services of the change so that they can make the appropriate changes within the patient's health record, if applicable (if the patient is registered with them?), adhering to their local Standard Operating Procedure (SOP). **Community Services contact details in Appendix 1.**
- ❖ IG to inform the EMIS, SystemOne and System of Excellence (SOE) System Administrators of the change to make the appropriate changes on their system, adhering to their local Standard Operating Procedure (SOP). **System Administrators contact details in Appendix 1.**

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Appendix 1

System Administrator's contact details:

EMIS – Community Health Record System

Contact: bfwh.chssystems.support@nhs.net

Andrea Fraser System Administration and Data Quality Manager

SystmOne – Used for Primary/Intermediate Mental Health Services and Youththerapy - Young Peoples Counselling Service Health Records System

Contact: bfwh.chssystems.support@nhs.net

Andrea Fraser System Administration and Data Quality Manager

SOE – Dental Community Health Records Service

Contact: Carol Bramhall System Administrator

Lillie - Sexual Community Health Records Service

Contact: Martin Walker or Annette Marchment System Administrators

Community Services contact details:

Child Health Information Service

Contact: Carol Disley

Children's and Families Manager

Contact: Gill Wildon

Safeguarding

Contact: Hazel Gregory

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