



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Registration

(AG)

Addendum to User Manual

Version 7.1 Patch 15
September 2020

Office of Information Technology
Division of Information Technology

Table of Contents

1.0	Introduction.....	1
1.1	Background	1
1.2	Sexual Orientation/Gender Identity (SO/GI)	2
1.3	Summary of Changes	3
1.3.1	Patch 15	3
2.0	Patch 15.....	5
2.1	Birth Sex	5
2.1.1	Patient Registration Error Codes	6
2.2	Sexual Orientation/Gender Identity (SO/GI)	6
2.2.1	Registration Editor Page 11: Sexual Orientation/Gender Identity	6
2.3	New Option in the Edit One of the Patient's Pages Menu.....	17
2.4	Preferred Name	18
2.4.1	Selecting the Patient to Edit or View after the Preferred Name Is Entered.....	20
2.5	Face Sheet Updates	21
2.6	Race and Ethnicity.....	22
2.6.1	Ethnicity Prompt in Add a New Patient	22
2.6.2	Registration Editor, Page 10: Ethnicity	23
2.6.3	Updates to Ethnicity and Race list.....	24
2.7	Additional Legal Documents for Legal Sex	27
Appendix A	2015 Certified Health IT Standards.....	30
	Acronym List	31
	Contact Information	32

Preface

The Patient Registration system (AG) is an application that exists in the Resource Patient Management System (RPMS). The system is used to register and manage patient records and is used for all other RPMS applications. Statistics and data are gathered from the Patient Registration system.

A Windows-based interface has been developed. Please reference the documentation for the Practice Management System (BPRM), Patient Registration for updates.

1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Patient Registration (AG) v7.1. These changes will be integrated into future versions of the software, and user manuals and will no longer be considered an addendum at the time of the next release.

The addendum only provides guidance on changes made in the patch that are relevant to the user. To see a list of all changes made in a patch, please refer to the patch notes for each of the respective patches.

1.1 Background

In order to efficiently capture and share patient data, healthcare providers need an electronic health record (EHR) that stores data in a structured format. Structured data allows healthcare providers to easily retrieve and transfer patient information and use the EHR in ways that can aid patient care.

The Centers for Medicare and Medicaid Services (CMS) and the Office of the National Coordinator for Health Information Technology (ONC) have established standards and other criteria for structured data that EHRs must meet in order to qualify for use in the Promoting Interoperability Programs.

To avoid a downward payment adjustment, healthcare providers must use the 2015 Edition of Certified EHR Technology (CEHRT) beginning with the EHR reporting period in 2019. CEHRT gives assurance to purchasers and other users that an EHR system or module offers the necessary technological capability, functionality, and security to help them meet the meaningful use criteria.

Certification also helps healthcare providers and patients be confident that the electronic health IT products and systems they use are secure, can maintain data confidentially, and can work with other systems to share information. For more information on the 2015 Edition of CEHRT, review the fact sheet (PDF) at <https://www.cms.gov/files/document/2015-edition-cehrt-fact-sheet.pdf>.

The 2015 Edition of CEHRT does not have to be implemented on January 1. However, the functionality must be in place by the first day of the EHR reporting period and the product must be certified to the 2015 Edition criteria by the last day of the EHR reporting period. The eligible hospital or CAH must be using the 2015 Edition functionality for the full EHR reporting period. In many situations the product may be deployed, but pending certification.

Healthcare providers participating in the Promoting Interoperability Programs must attest to certain statements to demonstrate that they have not knowingly and willfully taken action to limit or restrict the compatibility or interoperability of their CEHRT. Collectively, these statements are referred to as the “prevention of information blocking attestation.”

For more details on information blocking review the fact sheet (PDF) at https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Downloads/EHR_InformationBlockingFact-Sheet20171106.pdf.

The modifications to the Patient Registration system allows the Indian Health Service to meet the requirements to meet the 2015 certification.

1.2 Sexual Orientation/Gender Identity (SO/GI)

Patient Registration Patch 15 introduces the concept of collecting patient data for sexual orientation and gender identity (SO/GI). Collecting SO/GI data in RPMS is essential to providing high-quality, patient-centered care to Lesbian, Gay, Bisexual and Transgendered (LGBT) and Two-Spirited individuals. SO/GI data collection has been recommended by the Institutes of Medicine and Joint Commission as a way to learn about which populations are being served, and to measure quality of care provided to LGBT and Two-Spirited people. Gathering this data is an important part of identifying and addressing LGBT and Two-Spirited health disparities in health centers and other healthcare organizations.

Federal Data Requirements

In March 2016, HRSA added SO/GI data as required elements to be reported yearly in the Uniform Data System (UDS), beginning in calendar year 2016. The Program Assistance Letter (PAL 2016-2) states that “sexual orientation and gender identity (SO/ GI) can play a significant role in determining health outcomes,” and that “gaining a better understanding of populations served by health centers, including sexual orientation and gender identity, promotes culturally competent care delivery, and contributes to reducing health disparities overall.”

HRSA has issued changes to Tables 3A and 3B to report data on sex at birth, current gender identity, and sexual orientation.

In addition, in 2015 the Centers for Medicare and Medicaid Services (CMS) and the Office of the National Coordinator for Health Information Technology (ONC) issued rules requiring all electronic health record (EHR) systems certified under the Meaningful Use incentive program to have the capacity to record, change, and access structured SO/ GI data. The requirement applies to vendors who are building certified EHR systems and to health institutions and practices that are using these systems as part of their participation in the Meaningful Use program. Many vendors are currently working with experts in LGBT health to develop this capacity.

Process Changes

It is important to ensure that staff training has been provided. Part of the training relies on introducing processes and updating paperwork to allow the SO/GI updates in RPMS to be successfully implemented.

The Office of Resource, Access and Partnerships (ORAP), Office of Information Technology (OIT) along with the National HIV/AIDS & HepC Program has been providing training prior to the implementation of the SO/GI changes and is recommending a phased approach to start implementation. Check the RPMS Training Website for additional information.

1.3 Summary of Changes

Patch 15 provides enhancements and software fixes to Version 7.1 of the Patient registration application.

1.3.1 Patch 15

This patch adds the following functionality:

- **Preferred Name**

Patient Registration may now record and update the **Preferred Name** field on page 7. The following displays have been updated to include the preferred name:

- All Patient Registration screen banners
- Face Sheet

- **Sexual Orientation/Gender Identity (SOGI)**

Patient Registration may now record and update SOGI data on page 11. This includes:

- **Pronouns** (#9002) and **Pronouns Other** (#9003)
- **Legal Sex** subfile (#9000001.9201)
- **Sexual Orientation** subfile (#9000001.9301)
- **Gender Identity** subfile (#9000001.9401)

Direct entry to this page may also be performed in the new menu option:

- P11 PAGE11 – Sexual Orientation/Gender Identity [AGEDITPAGE11]
Which is locked with a new security key: **> Locked with
AGZEDITPAGE11

- **Allow multiple Patient Race/Ethnicity entries**

Patient's Ethnicity may now have multiple entries similar to Race.

The following two entries are considered “exclusive” and cannot be used with other entries: DECLINED TO ANSWER, UNKNOWN BY PATIENT.

If the Patient’s selection contains an “exclusive” entry and other entries, the user will be prompted for correction.

In addition, the Race and Ethnicity tables have been updated to the larger CDC Race/Ethnicity code set.

This patch UPDATES the following functionality:

- **Birth Sex Label**

Various displays and prompts referencing Patient Sex have been updated to Patient Birth Sex to reflect the ONC clarification of the intended purpose of this field.

The following displays have been updated:

- AGEDIT page 1
- Face Sheet
- AG PATIENT REGISTRATION ERROR CODES #9 and #54

- **Patient Registration Editor Pages**

The patient banner used across the Registration Editor pages has been standardized and includes the Patient’s Preferred Name. The **Last Edited By** now displays at the bottom of the pages. Page control flow has also been standardized.

- **Insurer Type**

Updated remaining references on Page 4 to use the **Insurer Type** field.

2.0 Patch 15

2.1 Birth Sex

On Page 1, question #5 of the Registration Editor allows the user to add the sex of the patient. The label of the field has been changed from **Sex** to **Birth Sex**. This allows the registration user to correctly record the patient's sex recorded at birth.

```

IHS REGISTRATION EDITOR (page 1)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194
=====
1.      ELIGIBILITY STATUS : CHS & DIRECT
2.      DATE OF BIRTH      : 12/25/1959
3.      PLACE OF BIRTH [CITY] : MT PLEASANT          4.ST : MI
5.      BIRTH SEX : MALE
6.      SOCIAL SECURITY NUMBER : 000000000 (Not yet verified by the SSA)
7.      MARITAL STATUS      : NEVER MARRIED
8.      CURRENT COMMUNITY   : MT PLEASANT
9.      RX PATIENT RESIDENCE :
-----
10.STREET ADDRESS [LINE 1] : 1357 S LEATON RD
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13.      CITY : MT PLEASANT          14.ST : UN 15.ZIP+4 :
16.      LOCATION OF HOME :
-----
17.PHONE NUMBER [RESIDENCE] : 989 772-1816  18.WORK PHONE : 989 775-2341
19.      OTHER PHONE :
=====
Last edited by: DEMO,USER on Nov 17, 2009
=====
CHANGE which item? (1-19) NONE//:

```

Figure 2-1: Display of Birth Sex on Page 1 of Registration Editor

No new entries have been added with to this field so the values of M (Male), F (Female), or U (Unknown) still remain.

Adding a new patient entry into the Registration system will also ask for the birth sex by displaying the **PATIENT BIRTH SEX** field.

```

Enter the PATIENT'S NAME: DEMO,SOGI A
ARE YOU ADDING 'DEMO,SOGI A' AS A NEW PATIENT (THE 7468TH)? No// YES (Yes)
Enter complete middle name if known or press <return> to add as entered: :
PATIENT BIRTH SEX: ??
Enter 'M' for MALE, 'F' for FEMALE, or 'U' if UNKNOWN.
Enter 'M' if this patient is male, 'F' if female, or 'U' if unknown.
These codes are intended to present birth sex (i.e., the sex recorded
on the patient's birth certificate) and not gender identity or
reassigned sex.

```

```

CHOOSE FROM:
M          MALE
F          FEMALE
U          UNKNOWN
PATIENT BIRTH SEX:
    
```

Figure 2-2: Display of Patient Birth Sex while adding a new patient entry

2.1.1 Patient Registration Error Codes

The error codes in Table 2-1 have been updated to reflect the correct use of the Birth Sex description on Page 1 of the Registration Editor.

Table 2-1: Updated error codes in the Registration Editor

Error No.	Old Description	New Description	Status
9	Patient's gender incomplete	Patient's Birth Sex incomplete	Error
54	Patient's SEX unknown	Patient's Birth Sex Unknown	Warning

The descriptions have been updated to clarify the intended purpose of the **Birth Sex** field. The error or warning status' will remain the same.

2.2 Sexual Orientation/Gender Identity (SO/GI)

New options have been introduced that allow the capture of the patient's sexual orientation and gender identity (SO/GI).

2.2.1 Registration Editor Page 11: Sexual Orientation/Gender Identity

A new page has been added to the Registration Editor. Page 11 will allow updates to the patient's record. See below for a definition of each of the fields.

```

IHS REGISTRATION EDITOR (page 11)                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                     HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....:
2. LEGAL SEX.....:
3. GENDER IDENTITY.....:
4. SEXUAL ORIENTATION.....:
=====
-----
Last edited by: DEMO,USER M on May 01, 2020
=====
CHANGE which item? (1-4) NONE//:
    
```

Figure 2-3: Display of Registration Editor, page 11, Sexual Orientation/Gender Identity

2.2.1.1 Pronoun

A pronoun is a word used in place of a noun. In this case, gender pronouns are pronouns that a person chooses to use for themselves to describe their gender. For some people, a change of pronouns can help them identify more closely with the gender they identify with. Although some pronouns may be described as being masculine or feminine, there are gender-neutral pronouns that may be used.

To update the patient's pronoun, access Page 11 and select #1 to edit:

1. Type the pronoun category at the **Pronoun** field and press Enter.
2. The system will update the display with the pronoun types under the category selected.

```

IHS REGISTRATION EDITOR (page 11)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....:
2. LEGAL SEX.....:
3. GENDER IDENTITY.....:
4. SEXUAL ORIENTATION.....:
=====

Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//: 1
Pronouns: ??
    Enter the Pronouns provided by the patient, or if the patient does not
    know or chooses not to disclose. If the patient specifies Pronouns not
    listed, select the Other entry and enter the response in the free-text
    field.

Choose from:
DECLINED TO ANSWER      ASKU
DO NOT KNOW             UNK
FEMININE                SHE, HER, HER, HERS, HERSELF
MASCULINE               HE, HIM, HIS, HIS, HIMSELF
NE                      NE, NEM, NIR, NIRS, NEMSELF
NEUTRAL                 THEY, THEM, THEIR, THEIRS, THEMSELVES
OTHER                   OTH
SPIVAK                 EY, EM, EIR, EIRS, EMSELF
VE                     VE, VER, VIS, VIS, VERSELF
XE                     XE, XEM, XYR, XYRS, XEMSELF
ZE-HIR                 ZE, HIR, HIR, HIRS, HIRSELF
ZE-ZIR                 ZE, ZIR, ZIR, ZIRS, ZIRSELF
  
```

Figure 2-4: Editing the Pronoun on Page 11 of the Registration Editor

Some of the characteristics of this new field include:

- This is not a required field. If the patient chooses not to answer, the field may be left blank.
- Answer with **DECLINED TO ANSWER** if the patient refuses or declines to answer. This is to prevent the patient from being asked again.
- Only one pronoun may be entered. The patient may always have the ability to update this if needed.

Table 2-2 lists the pronouns that the user can select. This may help to determine how the pronoun is used in a sentence or in conversation.

Table 2-2: Pronouns and examples

Term	Example	Nominative (Subject)	Objective (Object)	Possessive Determiner	Possessive Pronoun	Reflective
Feminine	She, Her, Hers, Herself	She laughed	I called her	Her eyes gleam	That is hers	He likes herself
Masculine	He, Him, His, Himself	He laughed	I called him	His eyes gleam	That is his	He likes himself
Ne	Ne, Nem, Nir, Nirs, Nemself	Ne laughed	I called nem	Nir eyes gleam	That is nirs	Ne likes nemself
Neutral	They, Them, Their, Theirs, Themselves	They laughed	I called them	Their eyes gleam	That is theirs	They like themselves
Spivak	Ey, Em, Eir, Eirs, Emself	Ey laughed	I called em	Eir eyes gleam	That is eirs	Ey likes emself
Ve	Ve, Ver, Vis, Vis, Verself	Ve laughed	I called ver	Vis eyes gleam	That is vis	Ve likes verself
Xe	Xe, Xem, Xyr, Xyrs, Xemself	Xe laughed	I called xem	Xyr eyes gleam	That is xyrs	Xe likes xemself
Ze-Hir	Ze, Hir, Hirs, Hirself	Ze laughed	I called hir	Hir eyes gleam	That is hirs	Ze likes hirself
Ze-Zir	Ze, Zir, Zirs, Zirself	Ze laughed	I called zir	Zir eyes gleam	That is zirs	Ze likes zirself

Using OTHER as a Pronoun Category

Most pronouns have been captured, but if there is a pronoun that is not listed or if the patient has a different pronoun set, the reason of **OTHER** may be selected. The system will then display the **Other Pronoun** field.

At this prompt, enter one or more pronoun types. If more than one entry is needed, separate those entries with a comma. An entry up to 50 characters may be entered.

```
CHANGE which item? (1-4) NONE//: 1
Pronouns: OTHER   OTH
Other Pronouns: ZE, ZIR, ZIRS, ZIRSELF
```

Figure 2-5: Example of adding OTHER pronouns and the description

Once the entry has been added, it will display for the user.

```
IHS REGISTRATION EDITOR (page 11)                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                     HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: ZE, ZIR, ZIRS, ZIRSELF
2. LEGAL SEX.....:
3. GENDER IDENTITY.....:
4. SEXUAL ORIENTATION.....:
=====
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//:
```

Figure 2-6: Display of Pronoun after adding OTHER along with unique pronoun entries

Note: Use caution when editing the Pronoun after adding entries. If the Pronoun is modified, the original entries will be removed.

2.2.1.2 Legal Sex

The gender/sex labels are used in legal contexts, such as on identity documents, medical record and health insurance. Some people may change the sex/gender on some or all of their legal documents to better align with their gender identity. If the patient changes their legal sex on the health record, it is still important for the provider to be aware of the patient's sex assigned at birth, as this information is pertinent to their care.

Legal Sex is used to document a gender other than the birth sex (from Page 1) and the patient must present proof of their legal sex. This is likely for patients who have undergone sex reassignment surgery and have had their gender officially changed on their official documents.

To update the patient's legal sex, access Page 11 and select #2 to edit:

1. If the **Legal Sex** had been populated prior to being edited, the system will display the effective date, legal sex, the legal sex source and the date the entry was added to the record. The entry may be updated or new entries may be added.
2. To add a new entry, type the date the legal sex came into effect and press Enter.
3. The system will now ask for the legal sex. Type M—Male, F—Female, or U—Unknown to add a legal sex entry and press Enter.
4. Add the source document used to validate the legal sex update. This is done by indicating the document during validation. The list of documents comes from the Eligibility Modifiers file but the following may be available for use:
 - a. Court Order
 - b. Physician State Specific Declaration
 - c. State Birth Certificate
 - d. State ID
 - e. State Motor Vehicle Driver's License

To add or edit the list of documents, refer to Section 2.7 for detailed instructions.

5. The system will update the display with the legal sex and document type under the category selected. If multiple entries exist, the most recent effective date will display. Historical entries will be stored, select the field to view all entries.

```

IHS REGISTRATION EDITOR (page 11)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: HE, HIM, HIS, HIS, HIMSELF
2. LEGAL SEX.....:
3. GENDER IDENTITY.....:
4. SEXUAL ORIENTATION.....:
=====
-----
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//: 2

EFFECTIVE DT   LEGAL SEX       LEGAL SEX SOURCE           DT ENTERED
-----
No Legal Sex records to display.
-----
Select Effective Date of Legal Sex: 3/1/2020   MAR 01, 2020
LEGAL SEX EFFECTIVE DATE: MAR 1,2020//
LEGAL SEX: ??
Enter the Legal Sex from the document provided by the patient. If the
document does not specify or contains a Legal Sex not listed, select
the U(nknown/Other) entry. 'M' for Male, 'F' for Female, and 'U' for

```

```

Unknown/Other.

Choose from:
M      MALE
F      FEMALE
U      UNKNOWN/OTHER
LEGAL SEX: F FEMALE
LEGAL SEX SOURCE: ??
Enter the type of document provided by the patient. These are selected
from the ELIGIBILITY MODIFIERS file that contain a type of 'S'.

Choose from:
COURT ORDER          LS
PHYSICIAN STATE SPECIFIC DECLARATION          S
STATE BIRTH CERTIFICATE          NLS
STATE ID              LS
STATE MOTOR VEHICLE DRIVER'S LICENSE          NLS

LEGAL SEX SOURCE: COURT ORDER
    
```

Figure 2-7: Establishing the Legal Sex entry in the Patient Record

Once the entry has been added, it may be edited or reviewed. Select question #2 to display the history of legal sex updates along with some additional fields to review.

```

CHANGE which item? (1-4) NONE//: 2

EFFECTIVE DT    LEGAL SEX    LEGAL SEX SOURCE    DT ENTERED
-----
1/1/2020        MALE            COURT ORDER          5/4/2020
-----
Select Effective Date of Legal Sex: JAN 01, 2020//
    
```

Figure 2-8: Change or review legal sex and additional fields

2.2.1.3 Gender Identity

Gender identity refers to a person’s internal sense of their gender (e.g., being a man, woman, genderqueer, or gender non-conforming) and potential affiliation with a gender community (e.g., women, trans women, genderqueer) or who they are. For example, a person may think of themselves as male, as female, as a combination of male and female, or as another gender.

To update the patient’s gender identity, access Page 11 and edit question #3:

1. Type the gender identity the patient identifies as and press Enter.
2. The system will display the gender identity that was entered.

```

IHS REGISTRATION EDITOR (page 11)                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                     HRN:5194   CHS & DIRECT
    
```

```

=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: HE,HIM,HIS,HIS,HIMSELF
2. LEGAL SEX.....: FEMALE (COURT ORDER)
3. GENDER IDENTITY.....:
4. SEXUAL ORIENTATION.....:
=====
-----
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//: 3
Select Gender Identity(s): ??
    You may enter a new GENDER IDENTITY, if you wish
    Enter the Gender Identity(s) provided by the patient. If the patient
    does not know or chooses not to disclose, that should be the only response
    entered. If the patient specifies Gender Identity(s) not listed, select
    the Other entry and enter the response in the free-text field.

Choose from:
DECLINED TO ANSWER      ASKU
DO NOT KNOW             UNK
IDENTIFIES AS FEMALE    F
IDENTIFIES AS MALE      M
NONCONFORMING GENDER    NCG
OTHER                   OTH
TRANSGENDER FEMALE      MTF
TRANSGENDER MALE        FTM

Select Gender Identity(s): MTF

```

Figure 2-9: Updating the Gender Identity on Page 11 of the Registration Editor

Some of the characteristics of this new field include:

- This is not a required field. If the patient chooses not to answer, the field may be left blank.
- Answer with **DECLINED TO ANSWER** if the patient refuses or declines to answer. This is to prevent the patient from being asked again.
- Multiple entries for gender identity may be entered. The patient may always have the ability to update this if needed for future visits. If the gender identity is no longer valid or an entry has been entered on accident, the entry may be deleted by typing Shift+2 or the “@” sign.

Using OTHER as the Gender Identity Reason

Although most of the categories of gender identity have been added for the user to select from, the patient may have a different way of identifying their gender identity. To identify the patient’s gender identity(s) not included, select the **OTHER** entry:

After the **OTHER** entry has been selected, the system will display the **Other Gender Identity** field. Enter the patient's gender identity(s) provided in this free-text field, separating multiple entries (if present) with a comma, up to a maximum of 50-characters and press Enter.

```
CHANGE which item? (1-4) NONE//: 3
Select Gender Identity(s): TRANSGENDER FEMALE// OTHER      OTH
    Enter the specific Gender Identity(s) provided by the patient. This
    free-text field enables a patient to specify Gender Identity(s) not
    listed in the distributed code set.

Other Gender Identity: TWO-SPIRIT
```

Figure 2-10: Selecting OTHER and adding patient-specific Gender Identity(s)

Once the entry has been added, the field will display with the patient-defined gender identity. The display will include (OTH) next to the entry to indicate the patient's response was entered as free-text.

```
IHS REGISTRATION EDITOR (page 11)                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                     HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: HE, HIM, HIS, HIS, HIMSELF
2. LEGAL SEX.....: FEMALE (COURT ORDER)
3. GENDER IDENTITY.....: TRANSGENDER FEMALE
                                TWO-SPIRIT (OTH)
4. SEXUAL ORIENTATION.....:
=====
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//:
```

Figure 2-11: Display of patient-specified Gender Identity(s) when OTHER is used

The **DECLINED TO ANSWER** and **DO NOT KNOW** options are exclusive and cannot be combined with any other ethnicity selection. When **DECLINED TO ANSWER** or **DO NOT KNOW** are selected and the patient has other gender identity that were previously entered, then you will see a prompt asking if you would like to keep or remove the **DECLINED TO ANSWER** or the **DO NOT KNOW** entry.

For example, when **Keep DECLINED TO ANSWER** is selected, this will remove all gender identity previously entered on the patient's record and replace them with the **DECLINED TO ANSWER** selection.

```
Select Gender Identity(s): TRANSGENDER FEMALE// DECLINED TO ANSWER      ASKU
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: A  Keep DECLINED
```

Figure 2-12: Example of prompt to keep Declined to Answer

When **Remove DECLINED TO ANSWER** is selected, this will keep all gender identities previously entered on the patient record and will not add the **DECLINED TO ANSWER** selection.

```
Select Gender Identity(s): TRANSGENDER FEMALE// DECLINED TO ANSWER      ASKU
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: b  Remove DECLINED
```

Figure 2-13: Example of prompt to remove Declined to Answer

2.2.1.4 Sexual Orientation

Sexual orientation has three main dimensions: sexual identity, sexual attraction, and sexual behavior.

- Sexual identity refers to the way a person self-identifies with a given sexual orientation.
- Sexual attraction refers to the individuals to whom a person is physically and/or emotionally attracted.
- Sexual behavior refers to the gender(s) of the individuals with whom that person engages in sexual activity.

The most commonly used terms to describe different sexual orientations are lesbian, gay, bisexual, and straight/heterosexual. Because of the complexity of sexual orientation, some surveys focus only on sexual identity while others measure all three components

To update the sexual orientation, proceed to Page 11 and edit question #4:

1. Type the sexual orientation provided by the patient and press Enter.
2. The system will display the sexual orientation of the patient.

```
IHS REGISTRATION EDITOR (page 11)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: HE, HIM, HIS, HIS, HIMSELF
2. LEGAL SEX.....: FEMALE (COURT ORDER)
3. GENDER IDENTITY.....: TRANSGENDER FEMALE
                                TWO-SPIRIT (OTH)
```

```

4. SEXUAL ORIENTATION.....:
=====
-----
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//: 4
Select Sexual Orientation(s): ??
    You may enter a new SEXUAL ORIENTATION, if you wish
    Enter the Sexual Orientation(s) provided by the patient. If the patient
    does not know or chooses not to disclose, that should be the only
    response entered. If the patient specifies Sexual Orientation(s) not
    listed, select the Other entry and enter the response in the free-text
    field.

Choose from:
BISEXUAL          BI
DECLINED TO ANSWER  ASKU
DO NOT KNOW        UNK
LESBIAN / GAY / HOMOSEXUAL  LGH
SOMETHING ELSE     OTH
STRAIGHT / HETEROSEXUAL  HET

Select Sexual Orientation(s):

```

Figure 2-14: Adding a Sexual Orientation to Page 11

Some of the characteristics of this new field include:

- This is not a required field. If the patient chooses not to answer, the field may be left blank.
- Answer with **DECLINED TO ANSWER** if the patient refuses or declines to answer. This is to prevent the patient from being asked again.
- Multiple instances of sexual orientation may be entered. The patient may always have the ability to update this if needed for future visits. If the sexual orientation is no longer valid or has been entered on accident, the entry may be deleted by typing Shift+2 or the “@” sign.

Entering Patient-specified Sexual Orientation(s) Using SOMETHING ELSE

Although a commonly used set of sexual orientations have been added for the user to select from, the patient may have a different way of identifying their sexual orientation. To identify the patient’s sexual orientation(s) not included in this set, select the **SOMETHING ELSE** entry:

After **SOMETHING ELSE** has been selected, the system will display the **Other Sexual Orientation** field. Enter the sexual orientation(s) provided by the patient in this free-text field, separating multiple entries (if present) with a comma, up to a maximum of 50-characters and press Enter.

```

CHANGE which item? (1-4) NONE//: 4
Select Sexual Orientation(s): BISEXUAL// SOMETHING ELSE      OTH
Other Sexual Orientation: ??
    Enter the specific Sexual Orientation(s) provided by the patient. This
    free-text field enables a patient to specify Sexual Orientation(s) not
    listed in the distributed code set.

Other Sexual Orientation: TWO-SPIRIT
    
```

Figure 2-15: Selecting SOMETHING ELSE and adding patient-specified Sexual Orientation(s)

Once the entry has been added, the field will display with the patient-defined sexual orientation(s). The display will include (**OTH**) next to the entry to indicate the patient’s response was entered as free-text.

```

IHS REGISTRATION EDITOR (page 11)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194   CHS & DIRECT
=====
                                SEXUAL ORIENTATION/GENDER IDENTITY
1. PRONOUN.....: HE, HIM, HIS, HIS, HIMSELF
2. LEGAL SEX.....: FEMALE (COURT ORDER)
3. GENDER IDENTITY.....: TRANSGENDER FEMALE
                                TWO-SPIRIT (OTH)
4. SEXUAL ORIENTATION.....: BISEXUAL
                                TWO-SPIRIT (OTH)
=====
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-4) NONE//:
    
```

Figure 2-16: Display of patient-specified Sexual Orientation(s) when SOMETHING ELSE is used

The **DECLINED TO ANSWER** and **DO NOT KNOW** options are exclusive and cannot be combined with any other sexual orientation selection. When **DECLINED TO ANSWER** or **DO NOT KNOW** are selected and the patient has other sexual orientations that were previously entered, then you will see a prompt asking if you would like to keep or remove the **DECLINED TO ANSWER** or the **DO NOT KNOW** entry.

For example, when **Keep DECLINED TO ANSWER** is selected, this will remove all sexual orientation previously entered on the patient’s record and replace them with the **DECLINED TO ANSWER** selection.

```
Select Sexual Orientation(s): BISEXUAL// DECLINED TO ANSWER      ASKU
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: A  Keep DECLINED
```

Figure 2-17: Example of prompt to keep Declined to Answer

When **Remove DECLINED TO ANSWER** is selected, this will keep all sexual orientation previously entered on the patient record and will not add the **DECLINED TO ANSWER** selection.

```
Select Sexual Orientation(s): BISEXUAL// DECLINED TO ANSWER      ASKU
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: b  Remove DECLINED
```

Figure 2-18: Example of prompt to remove Declined to Answer

2.3 New Option in the Edit One of the Patient's Pages Menu

With the addition of **Page 11 – Sexual Orientation/Gender Identity** to the Registration Editor, the option that allows direct entry into individual pages has been updated to allow access to edit the page. This option is called **PAG – Edit One of the Patient's Pages**.

```

                                INDIAN HEALTH HOSPITAL

                                Edit one of the Patient's PAGES

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
                                *** HEALTH INFORMATION ***

P1      PAGE1 - Elig/Identifiers
P2      PAGE2 - Religion/Tribal Data/Employment
P3      PAGE3 - Emerg Contact/Next of Kin
P4      PAGE4 - Insurance Summary
P5      PAGE5 - Benefit Coordinator
P6      PAGE6 - Veteran's Information
P7      PAGE7 - Death Info/Other Names
P8      PAGE8 - Additional Registration Info
P9      PAGE9 - Document Summary
P10     PAGE10 - Other Patient Data
P11    PAGE11 - Sexual Orientation/Gender Identity

Select Edit one of the Patient's PAGES <TEST ACCOUNT> Option:
```

Figure 2-19: Display of the Page 11 Option

To access the page from PAG, the user will need to be assigned the AGZEDITPAGE11 key. Work with your RPMS Administrator to properly request and assign this key.

2.4 Preferred Name

New functionality has been added that allows the patient to provide a preferred name. The preferred name is the “first name” only that the patient has specified they wish to be called. It is often used if the preferred first name is different from their legal first name. Common uses of a preferred name could be a nickname, middle name, or, if the patient has a first name that they wish to use. If the patient provides a preferred name, the patient should be addressed by that name during their encounter with the staff at the medical facility.

A new field has been added to Page 7 of the Registration Editor. This new field is question #5 and labeled **Preferred Name**. Some of the characteristics of the new field include:

- This is not a required field. If the patient does not have a preferred name, an entry does not need to be added.
- The entry must not exceed 30-characters and must have at least two characters to complete the preferred name entry.
- The name may be combination of letters, numbers and symbols.
- The preferred name entry will display on the banner of the Registration Editor and when the patient is selected within the Patient Registration system. When the name displays, it will be in the format of <NAME> plus an asterisk (*). For example, a preferred name of Mary will display as - **MARY***.
- For now, the preferred name will only show up in Patient Registration, but as other applications update their packages, the preferred name will display.
- Regardless of when the application is updated to display the preferred name, the RPMS system uses the patient lookup from the Patient File where the preferred name is stored. This means that the display will contain the preferred name during lookup.

```
VISIT/ADMIT DATE: -30 (MAY 09, 2020)
TIME OF VISIT: 1300 (MAY 09, 2020@13:00)

Select PATIENT NAME: 5194
DOE, JOHN E - JON3I* M 12-25-1959 XXX-XX-0000 IHH 5194
Ok? Yes//
```

Figure 2-20: Patient Lookup in PCC Data Entry when Selecting the Patient Name

- Documents used for billing or other type of forms that print the official name of the patient will not print the preferred name.

```

IHS REGISTRATION EDITOR (page 7)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E                                                    HRN:5194   CHS & DIRECT
=====
                                Death Info/Other Names
1.          DATE OF DEATH :
2.          STATE OF DEATH :
3.  DEATH CERTIFICATE NO. :
----- Other Names -----
4.          OTHER NAMES : DOE, JOHN
5.    PREFERRED NAME :
----- Legal Names -----
CHANGED TO                BY      PROOF                DOC. #          DATE
6. <NO LEGAL NAME CHANGES ON FILE>
=====
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-6) NONE// :

```

Figure 2-21: Display of the Preferred Name Entry on Page 7 of the Registration Editor

To edit the preferred name, proceed to Page 7 and edit question #5. At the “Preferred Name” prompt, type the name that the patient has provided.

```

CHANGE which item? (1-6) NONE// : 5

Preferred Name: JON3I

```

Figure 2-22: Adding the Preferred Name

Once entered, the system will display the preferred name, both on question #5 and on the banner of the Registration editor.

```

IHS REGISTRATION EDITOR (page 7)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E - JON3I*                                          HRN:5194   CHS & DIRECT
=====
                                Death Info/Other Names
1.          DATE OF DEATH :
2.          STATE OF DEATH :
3.  DEATH CERTIFICATE NO. :
----- Other Names -----
4.          OTHER NAMES : DOE, JOHN
5.    PREFERRED NAME : JON3I
----- Legal Names -----
CHANGED TO                BY      PROOF                DOC. #          DATE
6. <NO LEGAL NAME CHANGES ON FILE>
=====
Last edited by: DEMO,USER M on May 05, 2020
=====
CHANGE which item? (1-6) NONE// :

```

Figure 2-23: Display of Preferred Name in the Registration Banner and on question #5

2.4.1 Selecting the Patient to Edit or View after the Preferred Name Is Entered

If a preferred name entry has been added to the patient's record, you will also be able to search for the patient using their "lastname, preferred name" similar to searching for a patient using their alias name.

Once the patient record is located, the user will be notified when they view the patient's electronic file that a preferred name is available. The notification will appear next to the patient's name with a *dash* plus the *preferred name* along with an asterisk (*).

```

                                PATIENT REGISTRATION

                                INDIAN HEALTH HOSPITAL

                                EDIT a patient's file

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***

Select PATIENT NAME:
  DOE, JOHN E - JON3I*                M 12-25-1959 XXX-XX-0000   IHH 5194

There are patients on file with TEMPORARY CHART NUMBERS.

Please print the list of these patients and supply the missing data.

Press the RETURN key to continue.  :
```

Figure 2-24: Display of Preferred Name when editing a patient's record

The banner of the Registration Editor will also display the preferred name in the same format of dash, preferred name, then asterisk (*).

```

IHS REGISTRATION EDITOR  (page 1)                                INDIAN HEALTH HOSPITAL
=====
DOE, JOHN E - JON3I*                                           HRN:5194
=====
1.     ELIGIBILITY STATUS : CHS & DIRECT
2.     DATE OF BIRTH      : 12/25/1959
3.     PLACE OF BIRTH [CITY] : MT PLEASANT           4.ST : MI
5.     BIRTH SEX          : MALE
6.     SOCIAL SECURITY NUMBER : 000000000 (Not yet verified by the SSA)
7.     MARITAL STATUS     : NEVER MARRIED
8.     CURRENT COMMUNITY  : MT PLEASANT
9.     RX PATIENT RESIDENCE :

-----
10. STREET ADDRESS [LINE 1] : 1357 S RD
11. STREET ADDRESS [LINE 2] :
12. STREET ADDRESS [LINE 3] :
13.     CITY : MT PLEASANT           14.ST : MI 15.ZIP+4 :
```

```

16.          LOCATION OF HOME :
-----
17.PHONE NUMBER [RESIDENCE] : 555 555-5555  18.WORK PHONE : 555 555-5555
19.          OTHER PHONE :
=====
Last edited by: DEMO,USER M on May 04, 2020
=====
CHANGE which item? (1-19) NONE//:

```

Figure 2-25: Display of the Preferred Name in the banner of the Registration Editor

2.5 Face Sheet Updates

Updates have been made to the Patient Face Sheet to accommodate the Preferred Name and the **Birth Sex** fields.

If the user selects a patient with a Preferred Name, the name along with the preferred name will display once the patient name was entered.

```

                PATIENT REGISTRATION
                INDIAN HEALTH HOSPITAL
                Print a FACE SHEET

*** NOTE:  IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
                *** HEALTH INFORMATION ***

Select PATIENT NAME:
  DOE,JOHN E - JON3I*                M 12-25-1959 XXX-XX-0000  IHH 5194
Print VALIDATION STATEMENT on form ?? NO//

```

Figure 2-26: Display of Preferred Name when selecting the patient while printing the Face Sheet

If populated, the Preferred Name will print on the header of the face sheet.

```

                *** CONFIDENTIAL PATIENT INFORMATION ***
                INDIAN HEALTH HOSPITAL
                AMBULATORY CARE RECORD BRIEF
                -----
MAY 04, 2020@18:59:05                Page: 1
=====
PATIENT: DOE,JOHN E - JON3I*                CHART #: 5194
=====
COMPUTER FILE EST: JUN 04, 2003(U7)                LAST EDIT: MAY 04, 2020 (AL)
=====
OTHER NAME(S):  DOE,JOHN
SSN: XXX-XX-0000                SSN STATUS UNKNOWN
CLASS: INDIAN/ALASKA NATIVE                BIRTH SEX: MALE
COMMUNITY: MT PLEASANT                BIRTHDAY: DEC 25, 1959
COUNTY: ISABELLA                AGE: 60 YRS
CURRENT ADDRESS:
  1357 S LEATON RD

```

```

MT PLEASANT, MICHIGAN 48858
PHONE NUMBERS ---
HOME: 555 555-5555          WORK: 555 555-5555
OTHER PHONE:

PREFERRED LANGUAGE:                PREFERRED METHOD:
-----
NOTICE OF PRIVACY PRACTICES REC'D BY PATIENT : YES    DATE : OCT 12, 2009
ACKNOWLEDGEMENT OF RECEIPT OF NPP SIGNED : YES
-----
TRIBE: SAGINAW CHIPPEWA TRIBE, ISABELLA RES, MI    INDIAN QUANTUM: FULL

```

Figure 2-27: Display of the patient Face Sheet with the new fields added

2.6 Race and Ethnicity

2.6.1 Ethnicity Prompt in Add a New Patient

The **Ethnicity** field has been updated to allow users to enter more than one ethnicity similar to the current **Race** field. The prompt will display as “Select Ethnicity(s).”

When multiple ethnicities are entered, the face sheet will display **MULTIPLE ETHNICITIES**.

```

Select Ethnicity(s): HISPANIC OR LATINO          H
Are you adding 'HISPANIC OR LATINO' as
a new ETHNICITY INFORMATION (the 1ST for this VA PATIENT)? No// Y (Yes)
METHOD OF COLLECTION: SELF IDENTIFICATION//

Select Ethnicity(s): MEXICAN AMERICAN INDIAN
Are you adding 'MEXICAN AMERICAN INDIAN' as
a new ETHNICITY INFORMATION (the 2ND for this VA PATIENT)? No// Y (Yes)
METHOD OF COLLECTION: SELF IDENTIFICATION//

Select Ethnicity(s): PUERTO RICAN
Are you adding 'PUERTO RICAN' as
a new ETHNICITY INFORMATION (the 3RD for this VA PATIENT)? No// Y (Yes)
METHOD OF COLLECTION: SELF IDENTIFICATION//

Select Ethnicity(s):

```

Figure 2-28: Example of adding multiple ethnicities

```

=====
PATIENT: JOHN, DEMO                                CHART #: 999952
=====
COMPUTER FILE EST: MAY 20, 2020 (AJH)             LAST EDIT: MAY 20, 2020 (AJH)
-----
SSN: XXX-XX-7777                                SSN STATUS UNKNOWN
CLASS: INDIAN/ALASKA NATIVE                       BIRTH SEX: MALE
COMMUNITY: ALBUQUERQUE                            BIRTHDAY: JAN 01, 1970

```

```

COUNTY: BERNALILLO                                AGE: 50 YRS
CURRENT ADDRESS:
    100 MOCKINGBIRD LANEW
    ALBUQUERQUE, NEW MEXICO 87999
PHONE NUMBERS ---
HOME: 5054789654                                WORK:
OTHER PHONE:
RACE: MULTIPLE RACES SPECIFIED                    ETHNICITY: MULTIPLE ETHNICITIES
PREFERRED LANGUAGE:                                PREFERRED METHOD:
NUMBER IN HOUSEHOLD:                                TOTAL HOUSEHOLD INCOME: /
-----
NOTICE OF PRIVACY PRACTICES REC'D BY PATIENT : YES    DATE : MAY 20, 2020
ACKNOWLEDGEMENT OF RECEIPT OF NPP SIGNED : YES
    
```

Figure 2-29: Example of face sheet with multiple ethnicities

2.6.2 Registration Editor, Page 10: Ethnicity

When multiple ethnicities are entered for a patient, then page 10 will display **MORE THAN ONE ETHNICITY** for the ethnicity field.

```

IHS REGISTRATION EDITOR (page 10)                    2013 DEMO HOSPITAL
=====
JOHN, DEMO                                           HRN:999952 CHS & DIRECT
=====
                                Other Patient Data
1. Ethnicity.....: MORE THAN ONE ETHNICITY
2. Race.....: MORE THAN ONE RACE
3. Primary Language.....:                               Interpreter required?
   Other languages spoken:
4. Preferred Language....:
-----
    
```

Figure 2-30: Example of page 10 display for multiple ethnicities

If only one ethnicity is specified, that ethnicity will display on page 10 and the face sheet. If user needs to remove a previously entered ethnicity, the entry may be deleted by typing Shift+2 or the “@” sign at each ethnicity prompt.

The **DECLINED TO ANSWER** and **UNKNOWN BY PATIENT** options are exclusive and cannot be combined with any other ethnicity selection. When **DECLINED TO ANSWER** or **UNKNOWN BY PATIENT** are selected and the patient has other ethnicities that were previously entered, then you will see a prompt asking if you would like to keep or remove the **DECLINED TO ANSWER** or the **UNKNOWN BY PATIENT** entry.

For example, when **Keep DECLINED TO ANSWER** is selected, this will remove all ethnicities previously entered on the patient’s record and replace them with the **DECLINED TO ANSWER** selection.

```

Select Ethnicity(s): DECLINED TO ANSWER      D
  Are you adding 'DECLINED TO ANSWER' as
    a new ETHNICITY INFORMATION (the 3RD for this VA PATIENT)? No// Y  (Yes)
  METHOD OF COLLECTION: SELF IDENTIFICATION//
Select Ethnicity(s):
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: A  Keep DECLINED

```

Figure 2-31: Example of the “Keep Declined to Answer” prompt

When **Remove DECLINED TO ANSWER** is selected, this will keep all ethnicities previously entered on the patient record and will not add the **DECLINED TO ANSWER** selection.

```

Select Ethnicity(s): DECLINED TO ANSWER      D
  Are you adding 'DECLINED TO ANSWER' as
    a new ETHNICITY INFORMATION (the 3RD for this VA PATIENT)? No// y  (Yes)
  METHOD OF COLLECTION: SELF IDENTIFICATION//
Select Ethnicity(s):
A) Keep DECLINED TO ANSWER
B) Remove DECLINED TO ANSWER
Select one of the following: b  Remove DECLINED

```

Figure 2-32: Example of prompt to remove Declined to Answer

2.6.3 Updates to Ethnicity and Race list

The list of available races and ethnicities have been updated by an associated AUM patch release to include a more granular list that matches the CDC’s Race/Ethnicity code set. Type double question marks (??) to view the entire list of available options. This includes the Ethnicity name and abbreviation if available.

```

Select Ethnicity(s): ??
  You may enter a new ETHNICITY INFORMATION, if you wish
  Patient's ethnicity

  Choose from:
  ANDALUSIAN
  ARGENTINEAN
  ASTURIAN
  BELEARIC ISLANDER
  BOLIVIAN
  CANAL ZONE
  CANARIAN
  CASTILLIAN
  CATALONIAN
  CENTRAL AMERICAN
  CENTRAL AMERICAN INDIAN
  CHICANO
  CHILEAN
  COLOMBIAN

```

COSTA RICAN	
CRIOLLO	
CUBAN	
DECLINED TO ANSWER	D
DOMINICAN	
ECUADORIAN	
GALLEGO	
GUATEMALAN	
HISPANIC OR LATINO	H
HONDURAN	
LA RAZA	
LATIN AMERICAN	
MEXICAN	
MEXICAN AMERICAN	
MEXICAN AMERICAN INDIAN	
MEXICANO	
NICARAGUAN	
NOT HISPANIC OR LATINO	N
PANAMANIAN	
PARAGUAYAN	
PERUVIAN	
PUERTO RICAN	
SALVADORAN	
SOUTH AMERICAN	
SOUTH AMERICAN INDIAN	
SPANIARD	
SPANISH BASQUE	
UNKNOWN BY PATIENT	U
URUGUAYAN	
VALENCIAN	
VENEZUELAN	

Figure 2-33: Updated display for ethnicities

The available Race entries include the race name, abbreviation if available, and HL7 code.

Select Race(s) : ??				
You may enter a new RACE INFORMATION, if you wish				
Patient's race				
Choose from:				
AFGHANISTANI		2106-3		
AFRICAN		2054-5		
AFRICAN AMERICAN		2054-5		
AMERICAN INDIAN OR ALASKA NATI	3		1002-5	
ARAB		2106-3		
ARMENIAN		2106-3		
ASIAN	A	2028-9		
ASIAN INDIAN		2028-9		
ASSYRIAN		2106-3		
BAHAMIAN		2054-5		
BANGLADESHI		2028-9		
BARBADIAN		2054-5		
BHUTANESE		2028-9		
BLACK		2054-5		

BLACK OR AFRICAN AMERICAN	B	2054-5
BOTSWANAN		2054-5
BURMESE		2028-9
CAMBODIAN		2028-9
CAROLINIAN		2076-8
CHAMORRO		2076-8
CHINESE		2028-9
CHUUKESE		2076-8
DECLINED TO ANSWER	D	0000-0
DOMINICA ISLANDER		2054-5
DOMINICAN		2054-5
EGYPTIAN		2106-3
ENGLISH		2106-3
ETHIOPIAN		2054-5
EUROPEAN		2106-3
FIJIAN		2076-8
FILIPINO		2028-9
FRENCH		2106-3
GERMAN		2106-3
GUAMANIAN		2076-8
GUAMANIAN OR CHAMORRO		2076-8
HAITIAN		2054-5
HMONG		2028-9
INDONESIAN		2028-9
IRANIAN		2106-3
IRAQI		2106-3
IRISH		2106-3
ISRAELI		2106-3
ITALIAN		2106-3
IWO JIMAN		2028-9
JAMAICAN		2054-5
JAPANESE		2028-9
KIRIBATI		2076-8
KOREAN		2028-9
KOSRAEAN		2076-8
LAOTIAN		2028-9
LEBANESE		2106-3
LIBERIAN		2054-5
MADAGASCAR		2028-9
MALAYSIAN		2028-9
MALDIVIAN		2028-9
MARIANA ISLANDER		2076-8
MARSHALLESE		2076-8
MELANESIAN		2076-8
MICRONESIAN		2076-8
MIDDLE EASTERN OR NORTH AFRICA		2106-3
NAMIBIAN		2054-5
NATIVE HAWAIIAN		2076-8
NATIVE HAWAIIAN OR OTHER PACIF	H	2076-8
NEPALESE		2028-9
NEW HEBRIDES		2076-8
NIGERIAN		2054-5
OKINAWAN		2028-9
OTHER PACIFIC ISLANDER		2076-8
OTHER RACE	U	2131-1
PAKISTANI		2028-9
PALAUAN		2076-8

PALESTINIAN	2106-3	
PAPUA NEW GUINEAN	2076-8	
POHNPEIAN	2076-8	
POLISH	2106-3	
POLYNESIAN	2076-8	
SAIPANESE	2076-8	
SAMOAN	2076-8	
SCOTTISH	2106-3	
SINGAPOREAN	2028-9	
SOLOMON ISLANDER	2076-8	
SRI LANKAN	2028-9	
SYRIAN	2106-3	
TAHITIAN	2076-8	
TAIWANESE	2028-9	
THAI	2028-9	
TOBAGOAN	2054-5	
TOKELAUAN	2076-8	
TONGAN	2076-8	
TRINIDADIAN	2054-5	
UNKNOWN BY PATIENT	U	9999-4
VIETNAMESE	2028-9	
WEST INDIAN	2054-5	
WHITE	W	2106-3
YAPESE	2076-8	
ZAIREAN	2054-5	

Figure 2-34: Updated display for Races

2.7 Additional Legal Documents for Legal Sex

Some fields in the Patient Registration system require proof from the patient to allow them to make changes to their name, date of birth, gender and address. Usually this proof is documented and copied at the initial time of the patient's visit but may be updated in later visits if changes occur.

Because of the addition of Page 11 – Sexual Orientation/Gender Identity to the Registration Editor, a new field was added labeled **Legal Sex**. If the Legal Sex is updated on Page 11, the system requires proof of the legal sex. This proof may be items such as:

- Court Order (LS)
- Physician State Specific Declaration (S)
- State Birth Certificate (NLS)
- State ID (LS)
- State Motor Vehicle Driver's License (NLS)

If additional documents are needed as proof by the facility, then new entries may be added. The letters that display at the end of the proof name indicate which field may use that proof of change.

- L – means this is used as a Legal Document.
- N – means this is used as a Proof of Name Change.
- A – means this is used for Advance Directives.
- S – means this is used for Proof of Legal Sex. This was introduced in Patch 15.

To add a new document, access Table Maintenance (**Reg > TM > AGEM**) in Patient Registration:

1. Type two question marks (??) at the “ELIGIBILITY MODIFIERS ENTRY” prompt to scan the existing entries.
2. Review the existing entries to prevent duplication. For example, if the user needs to add the Driver’s License as proof, they would scan and see that the entry exists under “State Motor Vehicle Driver’s License”.
3. If the entry *does not* exist:
 - a. Type the document name that will be added to the list of documents at the **ELIGIBILITY MODIFIERS ENTRY** field and press Enter.
 - b. The system will ask to confirm the entry. Type **YES** to accept the entry and press Enter.
 - c. If needed, type two question marks (??) at the **ELIGIBILITY MODIFIERS TYPE** field and press Enter.
 - d. Review the list to determine how to categorize this new entry.
 - For example, if the entry is needed for proof of name change, type **N** and press Enter.
 - If the document can be used for more than one type of proof, type the letters of each document type that apply. For example, if the new item is needed for proof of name change (N) and for legal sex (S), then type **NS** and press Enter.

```
Select Table Maintenance Menu <TEST ACCOUNT> Option:  ADD/EDIT ELIGIBILITY MODIFIERS FILE
```

```
ELIGIBILITY MODIFIERS ENTRY:  OTHER TYPE OF DOCUMENT
```

```
Are you adding 'OTHER TYPE OF DOCUMENT' as
a new ELIGIBILITY MODIFIERS (the 57TH)? No// YES  (Yes)
```

```
ELIGIBILITY MODIFIERS TYPE:  ??
```

```
Type can reflect eligibility status OR legal documents.
```

```
Eligibility Status Types:
```

```
'I' FOR INELIGIBLE;
'D' FOR DIRECT ONLY;
'C' FOR CHS & DIRECT;
```

```

        'P' FOR PENDING VERIFICATION;
Legal Document Types:
        'N' FOR NAME CHANGE PROOF;
        'L' FOR LEGAL DOCUMENTS;
        'A' FOR ADVANCE DIRECTIVE;
        'S' FOR LEGAL SEX;

ELIGIBILITY MODIFIERS TYPE: S

```

Figure 2-35: Adding a New Document Type

4. If the entry exists but the document type needs to be updated to be used for another type. For example, adding Legal Documents type to an entry with a Legal Sex.
 - a. Type the document name or eligibility modifier and press Enter.
 - b. The system may ask to validate the entry. Do not change the name unless it needs to be updated. At the “MODIFIER DESCRIPTION” prompt, press Enter.
 - c. At the “TYPE” prompt, an existing entry will display. Enter all the types you would like to add and press Enter.

```

Select Table Maintenance Menu <TEST ACCOUNT> Option:  ADD/EDIT ELIGIBILITY MODIF
IERS FILE

ELIGIBILITY MODIFIERS ENTRY:  OTHER TYPE OF DOCUMENT      L
MODIFIER DESCRIPTION: OTHER TYPE OF DOCUMENT  Replace <enter>
TYPE: L//  LS

```

Figure 2-36: Adding a document type to an existing Eligibility Modifier

Once the entry has been added, confirm the entry by using what was added in the Registration Editor.

Appendix A 2015 Certified Health IT Standards

The Office of the National Coordinator (ONC) provides the following guidance for the data sets that were updated in Patient Registration.

This was derived from the 2015 Edition Health IT Certification Criterion, ss170.315(a)(5)(i)(D-E) (Demographics), Sexual Orientation and Gender Identity (SO/GI).

Common Clinical Data Set

Data	2014 Edition Standard	2015 Edition Standard
Sex	No associated standard	The standard specified in § 170.207(n)(1) – Birth sex must be coded in accordance with HL7 Version 3 (V3) Standard, Value Sets for AdministrativeGender and NullFlavor attributed as follows: (1) Male. M (2) Female. F (3) Unknown. nullFlavor UNK
Race	The standard specified in § 170.207(f)(1) – The Office of Management and Budget Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, Statistical Policy Directive No. 15, as revised, October 30, 1997 (see “Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity”).	The standard specified in § 170.207(f)(2) - CDC Race and Ethnicity Code Set Version 1.0 (March 2000); and The standard specified in § 170.207(f)(1) for each race identified in accordance § 170.207(f)(2).
Ethnicity	The standard specified in § 170.207(f)(1) - The Office of Management and Budget Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, Statistical Policy Directive No. 15, as revised, October 30, 1997 (see “Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity”).	The standard specified in § 170.207(f)(2) - CDC Race and Ethnicity Code Set Version 1.0 (March 2000); and The standard specified in § 170.207(f)(1) for each ethnicity identified in accordance § 170.207(f)(2).
Preferred Language	The standard specified in § 170.207(g)(1) – As specified by the Library of Congress, ISO 639-2 alpha-3 codes limited to those that also have a corresponding alpha-2 code in ISO 639-1.	The standard specified in § 170.207(g)(2) – Request for Comments (RFC) 5646.

Acronym List

Acronym	Term Meaning
CAH	Critical Access Hospital
CDC	Centers for Disease Control
CEHRT	Certified EHR Technology
CMS	Centers for Medicare and Medicaid Services
EHR	Electronic Health Record
HL7	Health Level 7
IHS	Indian Health Service
IT	Information Technology
LGBT	Lesbian, Gay, Bisexual, Transgender
ONC	Office of the National Coordinator
RPMS	Resource and Patient Management System
SOGI	Sexual Orientation Gender Identity
UDS	Uniform Data System

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

Phone: (888) 830-7280 (toll free)

Web: <https://www.ihs.gov/itsupport/>

Email: itsupport@ihs.gov