

TRI-COUNTY MEDICAL ASSOCIATES, INC.

Effective Date: October 20, 2017

Manual: Operations

Distribution: All Departments

Originating Dept. Risk Management

Committee:

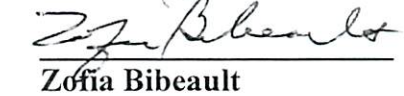
Senior Management: Senior Administrator

Signature:


Nancy Jolicœur

Director of Risk
Management

Signature:


Zofia Bibeault

President

Signature:


Philip Ciaramicoli

Medical Director

Signature:


Elizabeth Siraco, MD

☒ **New** Transgender Name Change
☐ **Supersedes** Documentation Process
(Policy Name)

10/20/2017
(Effective
Date)

N/A
(Origination
Date)

Subject: Transgender Patient.

Purpose: To ensure the privacy of patients that identify as Transgender is considered when documenting their requests for name and sex change.

Policy: All employees will follow the documentation process outlined below for any patient requesting Transgender identity (name) changes in their medical chart. Of note, changes will not be made until patient presents an updated health insurance card indicating that a legal name change has been completed.

Procedure: All staff will use the following procedure for documentation when a patient identifying themselves as a transgender patient but does not yet have legal documents of change, requests a preferred name be used and changed in their medical record.

Documentation:

NextGen:

- Open the "Modify Patient Information" screen

- Document the preferred name in the “nickname” box (** this will also populate the look up listing and preferred name can be seen under nickname)
- No other name or sex changes should be entered until patient presents with a legal name change document such as SS or updated health insurance card

EMR:

- Open the “Care Alert” box and document, “Patient’s preferred name is _____.”

Chart Maintenance:

- To be completed when legally executed document is presented
- Change chart information to reflect legal name of patient as spelled on health insurance card