# **Recording Ethnicity**



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#### Overview

BCHC reports ethnicity information to Central Government. This information helps NHS Trusts to plan for the future healthcare needs of the communities they serve, thus ensuring that all Clients receive the best possible care.

#### Recording a Client's Ethnicity (from Client's View)

When a Client is initially registered in Rio their ethnicity is often unknown. However, as ethnicity is a mandatory field an ethnicity of 'Not Known' is usually recorded. This results in the Client's ethnicity displaying as **Client Ethnicity Not Recorded** in red in the Demographics pane in the Clinical Portal.

To open the Client's Clinical Portal.

- Click Menu
- Click Quick Menu
- Click Client's View
- Search for Client

The Clinical Portal - Client's View screen will display.

 Locate the **Demographics** Pane (bottom left)

If a Client's ethnicity is displaying in red you will need to ask the Client what their ethnicity is.

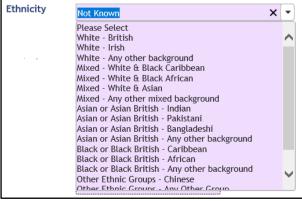
To update ethnicity from the Clinical Portal.

Click the <u>Ethnicity</u> link

The **Demographics** screen will display

- Click Edit this client
- Click Ethnicity drop down
- Select the Client's ethnicity from the list
- Click Save to local only (bottom of the screen)





# **Recording Ethnicity**



Click the Clients Name link on the Banner bar to return to the Clinical Portal screen

The Ethnicity you recorded will now be visible in the **Demographics** pane on the Clinical Portal.

First Language (If No	: <b>English</b> ) English
Ethnicity	Mixed - White & Black Caribbean
Interpreter Required	? Not required

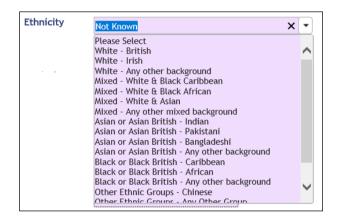
#### Recording a Client's Ethnicity (from Demographic Details)

A Clients ethnicity can also be updated directly from the **Demographic Details** screen.

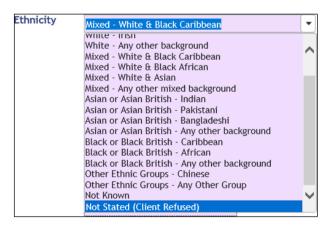
- Click Menu
- Click Quick Menu
- Click Demographic Details
- Search for Client

The **Demographic Details** screen will display

- Click Edit this Client
- Locate the Ethnicity dropdown
- Select the Client's ethnicity from the list
- Click Save to local only



### **Recording Ethnicity (if Client Declines)**



If a Client declines to tell you their ethnicity, then the option of **Not Stated (Client Refused)** should be completed. This indicates the Client has been asked their ethnicity and lets other users know that they need not ask again.

