



Contents

Overview.....	1
Recording a Client's Ethnicity (from Client's View)	1
Recording a Client's Ethnicity (from Demographic Details)	2
Recording Ethnicity (if Client Declines)	2

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 **Ethnicity** 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)

Demographics	
COVID - 19 Status	No status recorded
Full Name	Mrs Gemma Alexi BAND
ClientID	2841826
Date Of Birth	18 Feb 1995 (30 year(s) old)
NNN	9657696216
Gender	F
Full Address	Flat 2, 120 Witton Road, Birmingham,
PostCode	B6 6LD
Client Telephone	02154874565
Evening Tel. Number	Unknown
Mobile Tel.Number	07967040117
Patient Communication Preferences	SMS Consent Given Research Consent Implied
Consultation Medium	Video: Yes, Telephone: Yes, Face-2-Face: Yes
Client Email	ethanwalker@me.com
Birmingham Shared Care Record	View client shared care record
First Language (If Not English)	English
Ethnicity	Client Ethnicity Not Recorded

Ethnicity

Not Known

Please Select

White - British

White - Irish

White - Any other background

Mixed - White & Black Caribbean

Mixed - White & Black African

Mixed - White & Asian

Mixed - Any other mixed background

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Asian or Asian British - Bangladeshi

Asian or Asian British - Any other background

Black or Black British - Caribbean

Black or Black British - African

Black or Black British - Any other background

Other Ethnic Groups - Chinese

Other Ethnic Groups - Any Other Group

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 Not English)	English
Ethnicity	Mixed - White & Black Caribbean
Interpreter Required?	Not required

Recording a Client's Ethnicity (from Demographic Details)

A Client's 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**

Ethnicity

Not Known

Please Select

White - British

White - Irish

White - Any other background

Mixed - White & Black Caribbean

Mixed - White & Black African

Mixed - White & Asian

Mixed - Any other mixed background

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Asian or Asian British - Bangladeshi

Asian or Asian British - Any other background

Black or Black British - Caribbean

Black or Black British - African

Black or Black British - Any other background

Other Ethnic Groups - Chinese

Other Ethnic Groups - Any Other Group

Recording Ethnicity (if Client Declines)

Ethnicity

Mixed - White & Black Caribbean

White - British

White - Irish

White - Any other background

Mixed - White & Black Caribbean

Mixed - White & Black African

Mixed - White & Asian

Mixed - Any other mixed background

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Asian or Asian British - Bangladeshi

Asian or Asian British - Any other background

Black or Black British - Caribbean

Black or Black British - African

Black or Black British - Any other background

Other Ethnic Groups - Chinese

Other Ethnic Groups - Any Other Group

Not Known

Not Stated (Client Refused)

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.