

# Process for registering a patient gender re-assignment

Patients may request to change gender on their patient record at any time and do not need to have undergone any form of gender reassignment treatment in order to do so.

When a patient changes gender, the current process on NHS systems requires that they are given a new NHS number and must be registered as a new patient at your practice. All previous medical information relating to the patient needs to be transferred into a newly created medical record. When the patient informs the practice that they wish to register their new gender on the clinical system, the practice must inform the patient that this will involve a new NHS number being issued for them. Subsequent changes to gender would involve a new NHS number. Please confirm this has been discussed with the patient when notifying PCSE.

The process is as follows:



**GP practice** notifies PCSE that a patient wishes to change gender via the enquiries form. The practice should include the patient's name and NHS number in the notification to PCSE, plus confirmation that they have discussed with the patient that this will involve the creation of a new NHS number



**PCSE** sends the GP practice a deduction notification for the patient and emails the main contact we hold for the practice (if available) the new details for the patient

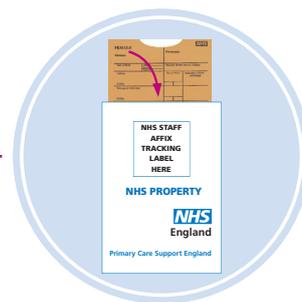


**GP practice** accepts the deduction and registers the patient using the new details provided by PCSE. **Important:** Please do not update the patient's original record with their new NHS number. If this happens they will not be registered and will miss out on continuity of care



**GP practice** creates new patient record using new details, and transfers all previous medical information from the original medical record. Any information relating to the patient's previous identity should not be included in the new record

- The patient's previous name and any gender specific terms should be removed as should previous NHS number
- A black marker can be used to redact the record
- Electronic notes should be printed, redacted and re-scanned onto the new patient record.



**PCSE** sends a new patient medical record envelope with the patient's updated details to the GP practice



It is important that practices complete the new registration for the patient within **five working days** to ensure no interruption to patient care