

## Ethnicity Guidance (Medtech)

What should you do when the ethnicity in your PMS is different from what is on the NHI for an existing patient or when the ethnicity on the enrolment form is not the same as what is on the NHI for a new patient?

NHI > Patient Demographics Comparison

Medtech32 Version: 2908203, Jul 5, 2017

NHI Version : 2908252, Jul 5, 2017

Surname [text box]

First Names [text box]

Middle Names [text box]

Gender Female

Street Address [text box]

Suburb [text box]

Town / City [text box]

Post Code 9082

Place of Birth Queen Mary Maternity Hospital Castle Street Dune

Date of Birth [text box]

Date of Death [text box]

NHI [text box]

Ethnicity 1 Maori - NZ (21) [checkbox]

Ethnicity 2 [checkbox]

Ethnicity 3 [checkbox]

Family Name [text box]

Given Name [text box]

Other Given Name [text box]

Gender Female

Street Address [text box]

Suburb [text box]

Town / City [text box]

Post Code 9082

Place of Birth Queen Mary Maternity Hospital Castle Street Dune

Date of Birth [text box]

Date of Death [text box]

NHI [text box]

Ethnicity 1 New Zealand European (11111) [checkbox]

Ethnicity 2 [checkbox]

Ethnicity 3 [checkbox]

View Patient Register Audit Save to Medtech32

Review & Update NHI View Details

1. Enter the person's ethnicity from the answer they gave on **their enrolment form**. For existing patients you should review the most recent enrolment form you have for them.
2. If
  - a) your patient did not answer the ethnicity question on their enrolment form
  - b) you do not have an enrolment form for your patient
  - c) the enrolment form the patient completed did not have the standard ethnicity question

**Put a reminder into your system to get your patient to complete an enrolment form next time they are in the clinic.**

3. Enter the ethnicity from the enrolment form into the NHI first
  - a) go to the **NHI compare and update page**
  - b) click the **review and update NHI** button
  - c) open the **Other Demographics** section
  - d) enter all the ethnicities the person has ticked or written in their form. Remove any from the NHI that do not appear on the patients form.
  - e) then click the **save** button
  - f) go back to the compare screen and then click **save to medtech**