

Step-by-Step Visual Guide:

We've included step-by-step images to help your team:

1. Open the patient file, select the 'Open' tab, and choose 'Demographics.' The 'Ethnicity' section will appear.

The screenshot shows the 'Edit patient' form with the following details:

- Title:** Mr.
- Family name:** Abbott
- Given name:** Alan
- Middle name:**
- Preferred name:** Alan
- Date of Birth:** 30/06/1945 (Age: 79 yrs)
- Birth Sex:** Male
- Gender Identity:**
- Pronouns:**
- Ethnicity:** Both Aboriginal and Torres Strait Islander (highlighted in yellow)
- Address Line 1:** 12 John St
- Address Line 2:**
- City/Suburb:** Woodlane, **Postcode:** 4035
- Postal Address:**
- City/Suburb:**, **Postcode:**
- Home phone:** 07 50505050, **Work phone:** 07 50509999
- Mobile phone:** 0427556232, **Contact via:** SMS
- E-mail:** alan.abbott@bpssoftware.com.au
- Consents to:**
 - Opt Out De-identified Data Extraction
 - Update address of all family members
 - Update address of all currently at original address
- Health Identifier:**
- HI Status:**
- Medicare No.:** 4133180467, **IRN:** 1, **Expiry:** 12/13
- Pension/HCC No.:** 123456789, **Expiry:** 13/01/2014
- Pension card type:** Health Care Card
- DVA No.:**
- Safety Net No.:**
- Record No.:** 101, **Patient ID:** 2
- Usual provider:** Dr Frederick Findacure, Drs only
- Deny access to other users:**
- Usual visit type:**
- Usual account:** Direct Bill
- Health Ins. Fund:** Medihealthy
- Health Ins. No.:** 123123123, **Expiry:** 13/08/2024
- Religion:** Baptist
- Head of family:** Self (Set)
- Next of kin:** Madeline Abbott (Set)
- Emergency contact:** Abbot Allan (Set)
- Occupation:** (Set)
- Health Care Home:** Nil, 13/08/2024, HCH
- eScript Token:**
- Created By:** Practice, **Created On:** 11/02/2004
- Last Updated By:** Frederick Findacure, **Last Updated On:** 07/07/2023 03:58:09 PM

Additional form elements include a 'No photo' placeholder, 'General notes', 'Appointment notes', 'Contact Notes', 'Comms Consent', 'SMS: Not Enabled', 'Registered for CTG PBS Co-payment relief' (checked), 'Inactive' and 'Deceased' checkboxes, 'Date of death' (13/08/2024), 'Cause', 'Referral details', 'Bank account', 'Medicare/DVA eligibility check', 'Save', and 'Cancel' buttons.

2. Click the drop-down next to 'Ethnicity' and select the most accurate option.

Edit patient

Title: Mr. Family name: * Abbott Given name: * Alan Middle name: Preferred name: Alan Date of Birth: 30/06/1945 Age: 79 yrs Birth Sex: Male Gender Identity: Pronouns: Ethnicity: **Australian, non indigenous**

Address Line 1: **Aboriginal but not Torres Strait Islander** Address Line 2: **Torres Strait Islander but not Aboriginal** City/Suburb: **Other** Postal Address: City/Suburb: Postcode: Home phone: 07 50505050 Work phone: 07 50509999 Mobile phone: 0427556232 Contact via: SMS E-mail: alan.abbott@bpsoftware.com.au Consents to: Opt Out De-Identified Data Extraction Update address of all family members Update address of all currently at original address * These name fields are used for Health Identifier lookups.

Health Identifier: HI Status: Medicare No. 4133180467 IRN: 1 Expiry: 12/13 Pension/HCC No.: 123456789 Expiry: 13/01/2014 Pension card type: Health Care Card DVA No.: Safety Net No.: Record No.: 101 Patient ID: 2 Usual provider: Dr Frederick Findacure Drs only Deny access to other users:

Usual visit type: Usual account: Direct Bill Health Ins. Fund: Medihealthy Health Ins. No.: 123123123 Expiry: 13/08/2024 Religion: Baptist Head of family: Self Next of kin: Madeline Abbott Emergency contact: Abbot Allan Occupation: Health Care Home: Nil Expiry: 13/08/2024 HCH eScript Token:

General notes: Appointment notes: Contact Notes Comms Consent SMS: Not Enabled Registered for CTG PBS Co-payment relief Inactive Deceased Date of death: 13/08/2024 Cause Referral details Bank account Medicare/DVA eligibility check Save Cancel

Created By: Practice Created On: 11/02/2004 Last Updated By: Frederick Findacure Last Updated On: 07/07/2023 03:58:09 PM

3. 'Other' to open a range of options to choose from that best describes the patient's ethnicity > Select 'OK' to save.

Edit patient

Title: Mr. Family name: * Abbott Given name: * Alan Middle name: Preferred name: Alan Date of Birth: 30/06/1945 Age: 79 yrs Birth Sex: Male Gender Identity: Pronouns: Ethnicity: **Other**

Address Line 1: Australian, non indigenous Address Line 2: Aboriginal but not Torres Strait Islander City/Suburb: **Other** Postal Address: City/Suburb: Postcode: Home phone: 07 50505050 Work phone: 07 50509999 Mobile phone: 0427556232 Contact via: SMS E-mail: alan.abbott@bpsoftware.com.au Consents to: Opt Out De-Identified Data Extraction Update address of all family members Update address of all currently at original address * These name fields are used for Health Identifier lookups.

Health Identifier: HI Status: Medicare No. 4133180467 IRN: 1 Expiry: 12/13 Pension/HCC No.: 123456789 Expiry: 13/01/2014 Pension card type: Health Care Card DVA No.: Safety Net No.: Record No.: 101 Patient ID: 2 Usual provider: Dr Frederick Findacure Drs only Deny access to other users:

Usual visit type: Usual account: Direct Bill Health Ins. Fund: Medihealthy Health Ins. No.: 123123123 Expiry: 13/08/2024 Religion: Baptist Head of family: Self Next of kin: Madeline Abbott Emergency contact: Abbot Allan Occupation: Health Care Home: Nil Expiry: 13/08/2024 HCH eScript Token:

General notes: Appointment notes: Contact Notes Comms Consent SMS: Not Enabled Registered for CTG PBS Co-payment relief Inactive Deceased Date of death: 13/08/2024 Cause Referral details Bank account Medicare/DVA eligibility check Save Cancel

Created By: Practice Created On: 11/02/2004 Last Updated By: Frederick Findacure Last Updated On: 07/07/2023 03:58:09 PM

Edit patient

Title: Mr. Health Identifier: []

Family name: Abbott HI Status: [] []

Given name: Alan Medicare No.: 4133180467 IRN: 1 Expiry: 12/13

Middle name: [] Pension/HCC No.: 123456789 Expiry: 13/01/2014

Preferred name: Alan Pension card type: Health Care Card

Date of Birth: 30/06/1945 Age: 79 yrs

Birth Sex: Male

Gender Identity: []

Pronouns: []

Ethnicity: Other

Address Line 1: 12 John St

Address Line 2: []

City/Suburb: Woodlane Postcode: 4035

Postal Address: []

City/Suburb: [] Postcode: []

Home phone: 07 50505050 Work phone: 07 505099

Mobile phone: 0427556232 Contact via: SMS

Email: alan.abbott@bpsoftware.com.au

Consents to:

Opt Out De-identified Data Extraction

Update address of all family members

Update address of all currently at original address

* These name fields are used for Health Identifier lookups.

Created By: Practice Last Updated By: Frederick Findacure

Created On: 11/02/2004 Last Updated On: 07/07/2023 03:58:09 PM

Occupation: [] Set

Health Care Home: Nil 13/08/2024 HCH

eScript Token: []

Ethnicity

Acehnese

Afghan

African American

Afrikaner

Akan

Albanian

Algerian

American

Amhara

Anglo-Bumese

OK Cancel

No photo

General notes: []

Appointment notes: []

Contact Notes Comms Consent

SMS: Not Enabled

Registered for CTG PBS Co-payment relief

Inactive Deceased

Date of death: [] Cause: []

Referral details Bank account

Medicare/DVA eligibility check

Save Cancel

Contact us

If you need further assistance, feel free to contact us at (08) 8219 5900. Alternatively, you can reach out via email:

1. **Practice Support:** practicesupport@adelaidephn.com.au
2. **Digital Health:** digitalhealthinfo@adelaidephn.com.au