

Specify a Patient's Race Details

Last Modified on 04/01/2022 4:32 pm EDT

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Basic Information

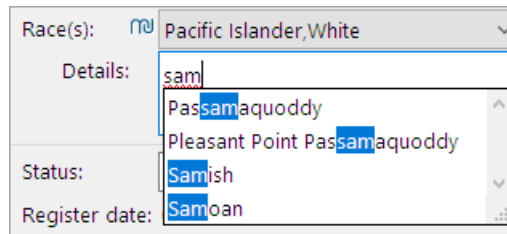
Version 20.16

About

A patient's Race details, when provided, should be entered into the Basic Information section of their chart. The Details field is a type-ahead pick-from list, allowing users to select more than one detail. As details are added, the Race(s) field is automatically updated but this can be edited to select additional Races, if necessary.

Entering Race Details

1. Navigate to **Basic Information** in the patient's chart by following the path above.
2. In the **Race Details** field, begin to type the racial origin detail(s). As you type, results will display.



The screenshot shows a form field for 'Race(s)' with a dropdown menu open. The dropdown menu displays search results for the text 'sam' entered in the 'Details' field. The results are: 'Pacific Islander, White', 'Passamaquoddy', 'Pleasant Point Passamaquoddy', 'Samish', and 'SamOan'. The 'Race(s)' field currently displays 'Pacific Islander, White'.

3. Select the appropriate detail(s). As details are added, the **Race** field automatically updates according to the selections. Here are some additional tips regarding the entry to Race Details:

- If an incorrect selection was made, click the respective **X** to remove the detail.
- The removal of a detail also removes the corresponding Race selection. It may be re-added if necessary.
- If a Race selection is removed, the detail will remain and can be removed if necessary.
- If all details are removed, the **Race** field resets to **Unknown**.



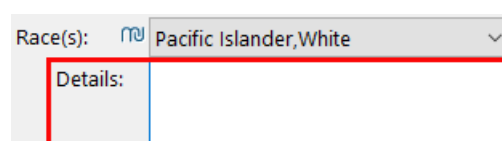
Note: If you do not collect detailed race information, proceed to Step 4 to select the Race(s) of the patient.

4. In the **Race** field, confirm the Race selection(s) if you entered Details, or select the appropriate Race(s) from the Race(s) drop-down.

Version 20.15

Overview

A patient's race details, when provided, should be recorded in the **Basic Information (Demographics)** of their patient chart. This is not a mandatory field.

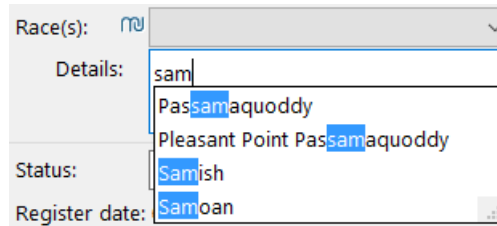


The screenshot shows the 'Race(s)' field with a dropdown menu open, displaying 'Pacific Islander, White'. The 'Details' field is highlighted with a red border, indicating it is the focus of the overview.

This is a type-ahead pick-from list, allowing users to select more than one detail.

Entering Race Details

1. Navigate to **Basic Information** in the patient's chart.
2. In the **Race Details** field, begin to type the origin detail(s). As you type, results will display.



Race(s): ▼

Details:

Status:

Register date:

- Pasamaquoddy
- Pleasant Point Pasamaquoddy
- Samish
- Samoan

3. Select the appropriate detail(s). As details are added, the **Race** field automatically updates according to the selections.



Note: If you do not collect detailed race information, proceed to Step 5 to select the race of the patient.

4. Refer to the following tips regarding entering race details:
 - If an incorrect selection was made, click the respective **X** to remove the detail.
 - The removal of a detail also removes the corresponding Race selection. It may be re-added if necessary.
 - If a Race selection is removed, the detail will remain and can be removed if necessary.
 - If all details are removed, the **Race** field resets to **Unknown**.
5. In the **Race** field, select the appropriate race(s).