



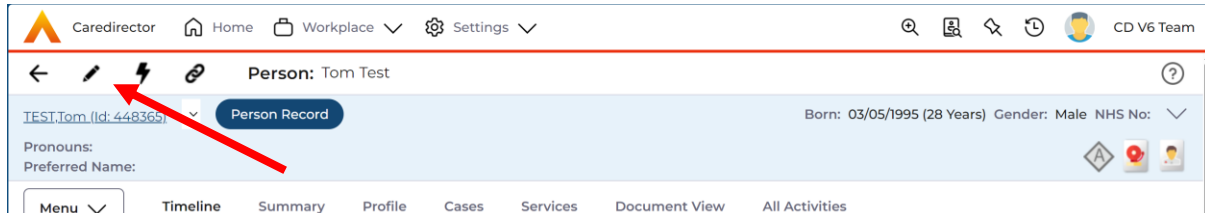
Communication Preferences and Updating Pronouns V1.0

Document	Communication Preferences and Updating Pronouns
Purpose	How to enter communication preferences and update pronouns on Caredirector.
Version	V1.0
Owner	ICT Business Transformation Team
Last Updated	22/03/2024

Communication Preferences

When a person who uses the service has preferences on communication then this is how to enter them in on Caredirector.

1. Go to the “person record” > “edit”.



2. Scroll down to “communication preferences” and update the information where required.

Communication Preferences

Preferred Language: [X] [Q]

Preferred Name:

Preferred Contact Method: [Q]

Preferred Mode of Communication: [Q]

Preferred Day:

Preferred Time:

Interpreter Required? Yes No

Document Format: [Q]

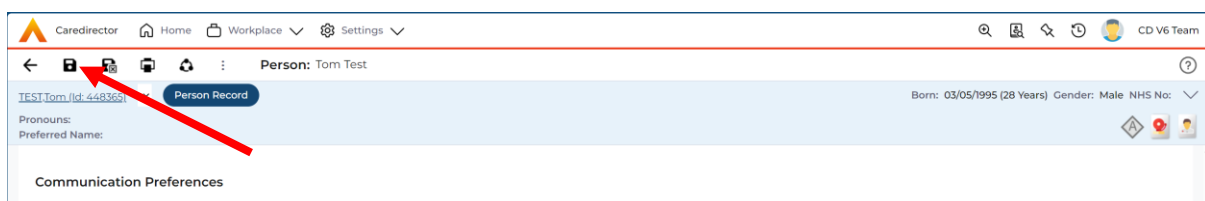
Concern With Ability To Retain Information? Yes No

Allow Mail: Yes No

Allow Email: Yes No

Allow Phone: Yes No

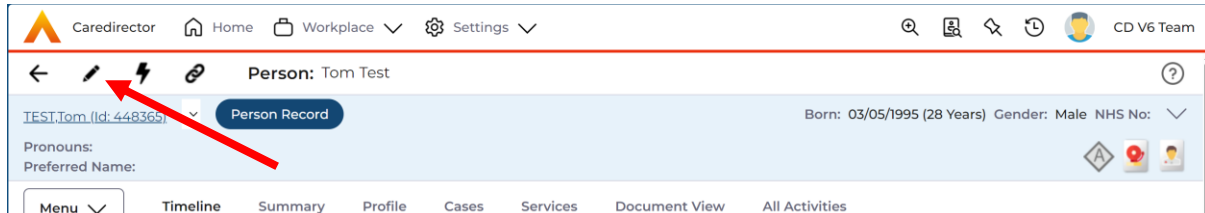
3. When finished, select “save”.



Pronouns

To enter in an individual's pronouns, it is in the same as place as communication preferences.

1. Go to the "person record" > "edit".

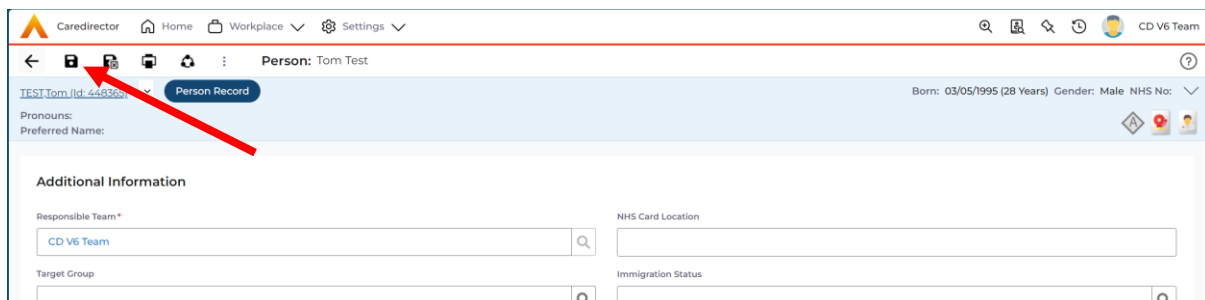


2. Scroll down to "additional information" preferences and update the information where required.

Additional Information

Responsible Team * <input type="text" value="CD V6 Team"/>	NHS Card Location <input type="text"/>
Target Group <input type="text"/>	Immigration Status <input type="text"/>
Maiden Name <input type="text"/>	Place of Birth <input type="text"/>
Religion <input type="text"/>	Age Group <input type="text" value="25-35"/>
Nationality <input type="text"/>	Pronouns <input type="text"/>
Country of Origin <input type="text"/>	Sexual Orientation <input type="text"/>

3. When updated, select "save".



Version Control

Version	Change	Author	Date
V1	INITIAL START	SS	22/03/2024