CAREDIRECTOR COMMUNICATION PREFERENCES AND UPDATING PRONOUNS





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



CAREDIRECTOR COMMUNICATION PREFERENCES AND UPDATING PRONOUNS

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".

Caredirector 🏠 Home 🗂 Workplace 🗸	段 Settings 🗸	🔍 🛃 🔨 😳 💭 CD V6 Team
🔶 🖌 🥊 🤗 Person: Tom Test		0
TEST.Tom (ld: 448365) Y Person Record Pronouns: Preferred Name:		Born: 03/05/1995 (28 Years) Gender: Male NHS No: 🗸
Menu V Timeline Summary Profile	Cases Services Document View	All Activities

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

Communication Preferences	
Preferred Language	Interpreter Required?
English X Q	O Yes
Preferred Name	. No
	Document Format
Preferred Contact Method	٩
٩	Concern With Ability To Retain Information?
	O Yes
Preferred Mode of Communication	● No
Q	Allow Mail
Preferred Day	O Yes
~	No
Preferred Time	Allow Email
×	O Yes
	No
	Allow Phone

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".

Caredirector	🛱 Home 🗂 Workp	olace 🗸 🥳	🕃 Settings 🔨	~			€	Ę	\Diamond	Э		CD V6	Team
< / 4	Person: Tor	n Test											? Î
<u>TEST,Tom (ld: 448365)</u> Pronouns: Preferred Name:	V Person Record					Born: 03/05,	/1995 (:	28 Year	s) Gei	nder: I	Male N	HS No:	2
Menu 🗸 Ti	meline Summary	Profile	Cases S	Services	Document View	All Activities							

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

Additional Information	
Responsible Team*	NHS Card Location
CD V6 Team	
Target Group	Immigration Status
a	Q
Maiden Name	Place of Birth
Religion	Age Group
a	۷ 25-35 ۷
Nationality	Pronouns
a	
Country of Origin	Sexual Orientation

3. When updated, select "save".





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Version Control

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