Guidance for the Standard Enrolment Form 2016

Recording Gender and Sex

For most people, their sex and the gender they identify as are the same. However, for others, their sex and gender identity don't match. Only Gender can be recorded on the NHI and most PMS systems cannot record both gender and sex for a person so for some people the NHI gender and the PMS sex will not be the same.

Currently the codes that can used to record a person's gender on the NHI are limited to M Male, F Female, and U Unknown. A new code O for gender diverse will be added In the future. If someone describes them self as something other than male or female you should record their gender on the NHI as U Unknown until the 'O' code is provided.

Names

Extra space has been allowed for the recording of more names for a patient. PMS systems can record a person's full legal name and most have a place to enter one other name used by the person. However the NHI can record as many names as a person has used throughout their life. A baby-of name, maiden name, a nickname etc. Space has been allowed for a person to enter the full details of previous names used or other names they may be known as. The person should indicate which of the names they prefer to be addressed as. This is the name that should be recorded as the preferred name on the NHI.

Place of Birth

Knowing the place of birth strengthens the confirmation of identity. The place of birth can be recorded on the NHI so a place has been added for it on the form. Most PMS systems cannot record both the place and country of birth so it will only be used when adding a person to the NHI or confirming that the right NHI has been assigned for a person.

Gender

Gender is self identified and patients may wish to describe their gender in ways other than male and female. The format of this question follows the advice of Statistics NZ Gender standard. For more information use the Gender Identity Standard and the Frequently Asked Questions go to the Statistics NZ link below:
http://www.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/gender-identity.aspx

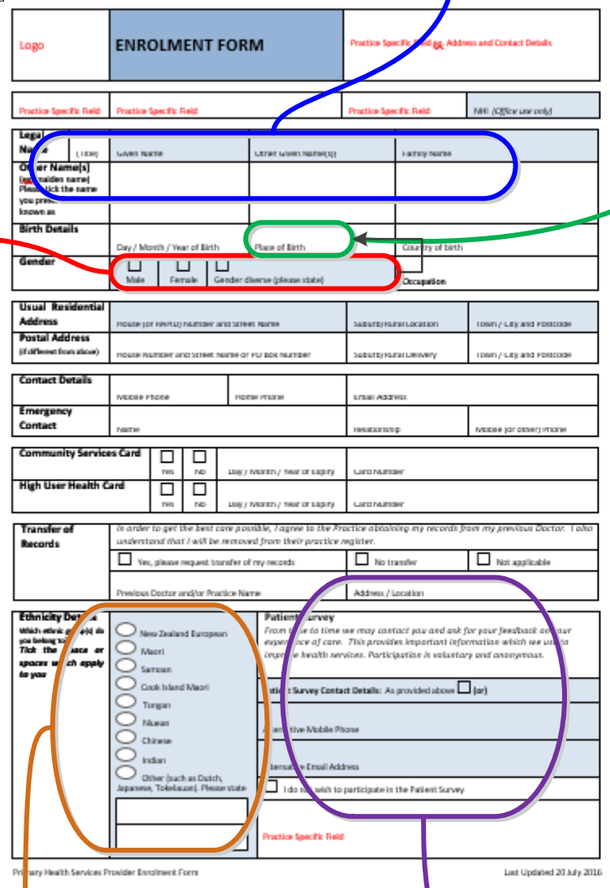
NZ Citizens

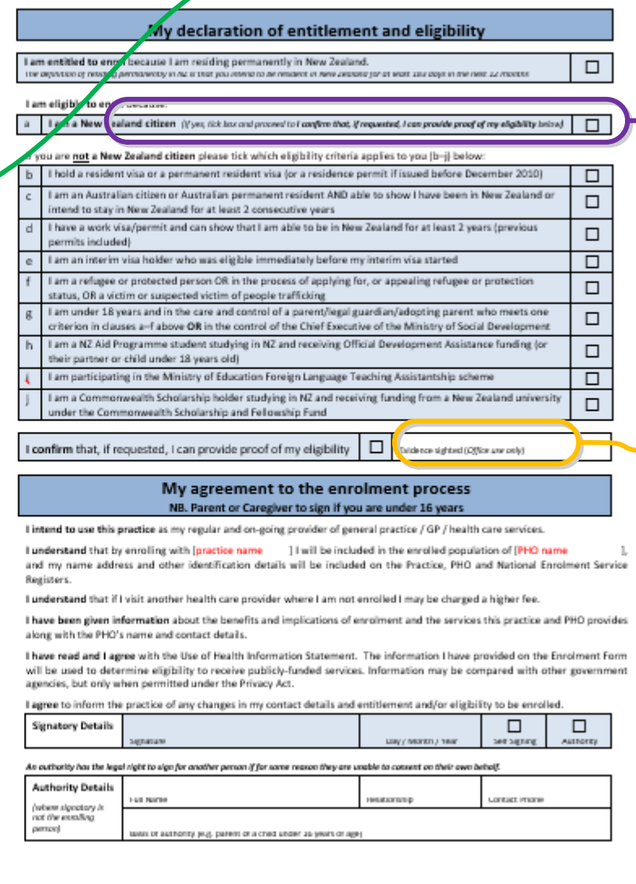
Persons with NHI NZ Citizenship status = Yes and the NZ Citizenship Source = DIA have been matched with DIA Citizenship information. This can be used as a trusted source of evidence of eligibility to enrol.

When the Source is Passport, NZ Births Certificate or NZ Citizen Certificate the status has been updated by another provider after sighting the document provided.

Sex

The enrolment form does not have a place for someone to enter their sex. This is because the form is providing guidance for the collection of information for confirming a person's identity and eligibility to enrol for publicly funded first level services.
Practices are likely to collect and record a person's sex for clinical purposes and it should be part of the clinical history collected for new patients





Evidence

This 'office use only' field allows the practice to indicate the evidence of eligibility that has been provided by the enrolling person.

Ethnicity

This is the standard ethnicity question. The ethnicity question should be presented in this format with the 8 ethnicities listed with tick boxes and an 'other' tick box with space for the person to write any other ethnic group(s) they identify with. Most PMS systems will allow a user to update the NHI with the level 4 ethnicity codes. Most PMS systems then convert these to a prioritised list of level 2 codes that are retained in the PMS.

Patient Experience Survey

This part of the form allows a person to indicate if they wish to use the contact details provided above on the form, or to state alternate contact details to be used for the survey only.

The person can also indicate they wish to opt out of the Patient Experience Survey.

If a person opts out they will not be sent an invitation to participate in the survey. Those not opting out will also be able to decline the invitation when they receive it by email or text message.

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