

1. Patient informs practice they wish to change gender (*Please note: Patients may request to change gender on their patient record at any time and do not need to have undergone any form of gender reassignment treatment in order to do so.*)



2. Practice informs the patient that this will mean that they will be issued with a new NHS number and all previous entries in their patient record will be redacted. This will also remove the patient from the national screening registers.



3. It is also explained to the patient that if they want to change their gender back this will also mean another NHS number will be issued to the patient. This will mean that the patient will now have had three NHS numbers issued (they cannot revert to the original NHS number).



4. The GP practice will log on-to the PCSE website [Adoption and gender re-assignment processes - Primary Care Support England](https://pcse.england.nhs.uk/contact-us/) to fill out the adoptions and gender reassignment online form <https://pcse.england.nhs.uk/contact-us/> using the drop-down menus to select Gender Reassignment:

Enquiries form

Please select the category of your enquiry *
(required)
Patient Registrations

Please select the type of enquiry *
Adoptions and Gender Reassignment

Is the query regarding an existing enquiry?
[]



5. Ensure that you include the patient name, date of birth and NHS number along with confirmation that you have discussed with the patient that this will generate a new NHS number.



6. PCSE will send the practice a deduction request and an e-mail to the main contact they hold for the practice. This e-mail will contain the new details for the patient.



7. A new Lloyd George envelope with the new patient details will be sent to the practice from PCSE.



8. The GP practice will accept the deduction request and register the patient as a **new** patient with the details sent through from PCSE.



9. The patients original electronic notes should be printed, redacted and scanned onto the new patient record. A black marker can be used to redact the entries. The redaction will remove the patients previous name, NHS number and any gender specific terms.



10. The GP practice will create a new patient record using the new details, and will transfer all the previous medical information (with redactions) from the original medical record. Please remember any information relating the patients previous identity should not be included in the new patient record.