# ASK FOR PRONOUNS & CHOSEN NAME

## INITIAL COMMUNICATION METHODS

❑ **Email messages**

Brainstorm how you can begin to share and ask for pronouns:

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Brainstorm how you can ensure you are using gender neutral language:

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❑ **Text messages**

Brainstorm how you can begin to share and ask for pronouns:

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Brainstorm how you can ensure you are using gender neutral language:

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❑ **In-person (consultation or 1st session)**

Brainstorm how you can begin to share and ask for pronouns:

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Brainstorm how you can ensure you are using gender neutral language:

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Trans-Affirming Therapists
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## INTAKE PAPERWORK/ELECTRONIC HEALTH RECORDS (EHR)

- ❑ Option given for chosen name/name client goes by
- ❑ Option given for gender identity
- ❑ Option given for pronouns
- ❑ When asking for names of others in the client's life: ask for pronouns
- ❑ Greetings message: need to mention limitations of the EHR system?
- ❑ EHR: Create your own question to ask client to describe gender identity in (if option is not given by the EHR)
- ❑ EHR: Create your own question to ask client for pronouns (if option is not given by the EHR)
- ❑ EHR: Create your own question to ask client for pronouns of other persons in their life (if option is not given by the EHR)
- ❑ If you have waiting room/staff, ask client what name and pronouns they want used during check-in, when their name is called, etc.

## CHECKING IN / WAITING ROOM

- ❑ Review new client paperwork to refer to the client's preferences re: pronouns and name, and, if needed, share with your staff
- ❑ Be sure your staff is <u>aware of</u> clients' chosen name and pronouns
- ❑ Be sure your staff <u>takes note of</u> clients' chosen name and pronouns
- ❑ Be sure clients' chosen name and pronouns are used at every visit, and updated as needed
- ❑ Be sure your staff members aren't making gender assumptions based on appearance, mannerisms, voice, etc. (phone, waiting room, front desk)
- ❑ Conduct trainings with your staff regarding:
    - ❑ Not making assumptions of gender based on appearance, mannerisms, voice, etc.
    - ❑ Using gender neutral language
    - ❑ Pronoun useage
    - ❑ Keeping track of clients' pronouns and chosen name
    - ❑ Consist use of clients' pronouns and chosen name
    - ❑ How to respectfully navigate accidental misgendering
- ❑ Create nametags for your staff with their pronouns listed

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