

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

NAME CHANGE

Purpose:

To set forth the policy permitting change of a patient's name once the admission procedure or emergency room registration has been completed.

Policy:

1. Prior to initiating a name change at least one form of the following identification must be presented to the Admitting Office:
 - a. Driver's License
 - b. Social Security Card
 - c. Voter's Registration
 - d. Birth Certificate
 - e. Marriage License

Name changes can be made for the following reasons:

- a. Adding of a first and middle name to newborn.
 - b. Identifying Jane and John Doe.
 - c. Changing a newborn's last name.
 - d. Changing a patient's name who has been admitted under another name.
2. Medical Records shall add first and middle names to the face sheet of newborn records and the computerized database.
3. After positive identification of Jane or John Doe has been made the Admitting Department will be notified so that the facesheet and addressograph card may be corrected as soon as possible. The same procedure shall be followed for a patient admitted under a different/incorrect name.
4. For patients needing to have alias name reference policy number 2.6.

Administrator

Date

Written: 2/83
Revised: 5/95, 8/97, 8/01
Reviewed: 12/99
Clinical Board Approved: 10/16/01