

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

PATIENT IDENTIFICATION

Purpose:

To provide an identification system to insure that all hospital patients are properly identified prior to any care, treatment or services provided.

Exception: Patients unable to provide identifying information, who experience conditions requiring emergency care, will receive treatment prior to identification if such care and treatment is necessary to stabilize the patient's condition.

Policy:

1. Identifying procedures:

A. A tamper-proof, non-transferable identification band shall be prepared and affixed to the patient. Personnel responsible for preparing the ID bands are as follows:

- 1) Emergency Department – Patient Registration
- 2) Inpatient Admissions and Observation Admits – Admitting Department.
- 3) Labor and Delivery – Labor and Delivery Unit
- 4) Outpatient Surgery – Outpatient Surgery Unit Staff

Identification bands are sent with admission paperwork to the patient location and affixed at the point by the receiving personnel.

B. If an admission through the Emergency Room, the Admitting Office will prepare identification band, deliver to the Emergency Room and place it on the patient.

Exception: A "stat pak" registration is completed by ER Nursing for patients who are taken directly to the OR.

C. The identification band shall show the Medical Record number, patient's name, date of birth, race, sex.

D. Color codes for bands are as follows:

1. Inpatient - blue
 2. Outpatient for observation - yellow
 3. ER – red
 4. Outpatient Surgery - orange
2. Initially, the identification band shall be checked by the appropriate hospital staff to ensure that it is legible and contains the correct information when the patient is admitted.
 3. Prior to the administration of tests, treatments, medications, or procedures the healthcare professional providing the care is responsible for verifying the patient's identity by utilizing two identifiers: patient name and patient medical record number. Whenever possible, staff shall also verbally assess the patient to assure proper identification, asking the patient's name and date of birth and matching the verbal confirmation to the written information on the identification.
 4. If the identification band is illegible, missing, or contains information that is incorrect the test, treatment, medication, or procedures will not be done until the patient is properly identified.
 5. In the event that an identification band is illegible, missing, or contains incorrect information, Nursing is responsible for seeing that a new band is obtained from Patient Registration and Admissions. Labor and Delivery and Outpatient Surgery shall generate a new band if needed for their patients.
 6. The patient can remove the identification band after discharge. In the event of death, the identification band shall remain on the patient's body.

Administrator

Date

Written: 3/95
Reviewed: 12/97
Revised: 9/00, 1/03
Clinical Board Approved: 10/17/00, 1/21/03