LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
- SHREVEPORT

USE OF ALIAS NAMES

Purpose:

To promote patient safety by protecting patients whose identity, if revealed, might jeopardize the well being of said patient, visitors or staff.

Policy:

The Administrator on Call or Administrative House Manager on duty at the time of receipt of the request will be responsible for initiating the process.

Procedure:

1. Requests received to change a patient’s given name to an “alias name” should be referred to the Administrator on Call or Administrative House Manager on duty at the time of the request.

2. The Administrator on Call or Administrative House Manager, in consultation with the patient’s physician, will review the request and make the decision to change the patient’s identity to an alias. Once the determination to utilize an alias has been made the Administrator on Call/Administrative House Manager will notify the Admitting Office Supervisor, University Police and the Unit Charge Nurse. Admitting shall notify Patient Information and Medical Records Director or Office Manager on duty immediately of the name change. Unit Charge Nurse shall notify the patient/family, primary physician and Information Services of the alias and visitation restriction limiting entrance to a spouse, parents and children only.

3. The Admitting Office will change the patient’s given name to an alias name in the computer system. A new arm band with the alias name will be sent to the floor. The specific names to be used are maintained on file in the Admitting Office and Medical Records.

4. Medical Records Department staff will correct all of the documents maintained in the medical record at the time of discharge to reflect the patient’s given name and will change the alias name back to the given name in the computer system.

5. Any inquiry for information regarding a patient using an alias name shall be referred to University Police. Media inquiries shall be directed to Information Services.
Hospital Policy Manual
Policy number: 2.6
Effective Date: 12/01/12

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Administrator

11/21/12
Date