USE OF ALIAS NAMES

Purpose:

To provide a means of 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 responsible Nursing Director. Admitting shall notify Patient Information and Medical Records Director or Office Manager on duty immediately of the name change. Nursing Director/Unit Charge Nurse shall notify the patient’s primary physician and Information Services.

3. The Admitting Office will change the patient’s given name to an alias name in the computer system. A new arm band, hospital card and Face Sheet with the alias name will be sent to the floor. A copy of the Face Sheet with the alias name will be routed to Medical Records who will be responsible for changing the name back to the patient’s given name after the patient is discharged. The specific names to be used are maintained on file in the Admitting Office and in 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.

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Administrator

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Date

Approved by Clinical Board: 7/17/01

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