LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER-SHREVEPORT

NAME CHANGE

**Purpose:**

To set forth the policy permitting change of a patient’s name once the clinic registration, 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, with picture, must be presented to the Registration Clerk:
   a. Driver’s License
   b. State issued Identification
   c. Current Passport
   d. Valid US Military ID
   e. Marriage License

2. 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. Marriage
   e. Divorce
   f. Changing a patient’s name that has been admitted under another name.

3. The Admitting Office staff enters the newborn’s names into the facility’s information system.

4. Medical Records staff adds first and middle names to the face sheet of newborn records and the computerized database.

5. After positive identification of Jane or John Doe has been made the Admitting Department will be notified so that the face sheet and addressograph card may be immediately corrected. The same procedure shall be followed for a patient registered or admitted under a different/incorrect name.

6. At the completion of the name change in the computerized system, the registration tech is responsible for completing the Request for Change/Deletion
of Medical Record Patient Identifiable Information and forwarding to the Health Information Department.

7. For patients needing to have alias name reference policy number 2.6.

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Administrator

1/20/11
Date

Clinical Board Approved: 10/16/01, 9/21/04, 8/21/07, 1/18/11
Written: 2/83
Revised: 5/95, 8/97, 8/01, 7/07
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