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 – ED Registration/nursing staff
      2) Direct Inpatient Admissions and Observation Admits – Admitting Department.
      3) Labor and Delivery – Labor and Delivery Unit
      4) Outpatient Surgery – Outpatient Surgery Unit Staff
      5) Ambulatory Care Clinics/FWCC – Registration Staff

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

   b. The identification band shall show the Medical Record number, patient’s name, date of birth, sex and admission date.

2. Initially, the identification band shall be checked by the appropriate hospital staff using verbal confirmation to ensure that it is legible and contains the correct information when the patient is registered.

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 or DOB. Staff shall verbally assess the patient to assure proper identification, the patient’s name and DOB, and match the verbal confirmation to the written information on the identification.

4. If the identification band is illegible, missing, or contains incorrect information, the test, treatment, medication, or procedures will not be done until the patient is properly identified.

5. Nursing staff shall generate a new patient identification band in the event that a band is illegible, missing or contains incorrect information.
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

8/27/12
Date

Approved by Clinical Board: 10/17/00, 1/21/03, 2/21/06, 4/21/09, 8/21/12
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