

CORRECT PATIENT IDENTIFICATION POLICY

I. Approval record

	Prepared by:	Reviewed by	Approved by:	
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II. Document History:

Document #	Rev. Date	Rev. #	Nature of Change	Effective from
01	-	00	New Policy	

III. Purpose

To develop and implement a process to improve accuracy of patient identifications and meet the requirements of JCI Standards for Hospital Accreditation, 7th Edition, IPSG.1

IV. Policy

It is the policy of MTI-HMC to ensure that all patients are identified correctly using two patient identifiers i.e., Name and MR Number. Patients are identified before providing treatments and procedures including all diagnostic procedures. Hospitalized inpatients, day care procedures and Emergency Department (ED) patients will wear ID band after registration/admission. ID band should comprise of two (2) identifiers; Patient's Name and Medical Record (MR) number. NOTE: Patient's room number or location should never be used for patient identification

V. Procedure

Admission office will provide ID bands for elective inpatients. ID bands will be sent with admission paperwork to the patient location and will be affixed by the staff receiving the patient. ID bands will be placed on patients' Wrist. If in any case ID band cannot be affixed on patient's Wrist e.g., burn, severe RTA, absent limb; ID band will be securely attached to patients clothing in an area which is clearly visible. The ID band will be reattached when clothing is changed. In case the ID band is illegible, missing, or incorrect, the patient will not undergo any test, treatment, medication, or procedure until the patient is properly identified. Nursing staff will then generate a new ID band. Patient's identification will be checked by the staff before treatment, procedure, investigation and administration of medication. Mothers and newborns are identified at each interaction and before final custody to a parent upon discharge: a. Each mother and newborn will be identified immediately after delivery, (by Wrist ID band of mothers and Baby Tag) while the mother and infant are still in labor and delivery room/ OR. b. In normal vaginal delivery, assigned assisting staff in L&D room (RN/Midwives/LHV) will be responsible to apply the ID to the new born c. In case of a cesarean section, the RN from NICU will apply the ID band to the newborn. The Mother and infant will not leave the OT until an ID band bearing the mother's information has been applied to the child and ID Band carrying infant information has to applied to the mother.

All babies should have ID bands;

- Babies' ID band should carry the following information:
 - a. Baby's MR number
 - b. Infant's gender

c. Mothers full name and MR number

All mothers should have 2 ID Bands:

- An ID band with mother's information:
 - a. Mothers' Name
 - b. Mothers' MR number
- An ID band with baby's information:
 - a. Infant's gender
 - b. Baby's MR number
 - c. Mother's full name and MR number

During surgery if the ID band is removed in operating room for any purpose

- Paste the ID band on medical record folder.
- Upon patient shifting to recovery area reapply it to patient's wrist which will be verified by recovery staff while receiving the patient from OR staff.
- Patients who are directly shifted from OR to Critical care areas, the receiving nurse will check the identification from the ID band applied on the medical folder and reapply the ID band to patient's wrist immediately.
- In case the original ID band cannot be applied to the patient, a new ID band will be generated by the staff.

Assigned staff will remove the identification band after patient's discharge.

In the event of death, the identification band shall remain on the patient's body.

Transfer of Patients:

All Inpatients must have and wear an accurate ID band and where appropriate, prior to transfer.

Outpatients

In outpatient areas where the patient is not wearing an ID band patient's identity will be checked against the registration slip. Emergency Department Any unresponsive patient who arrives in Emergency department (ED) with no relatives and no other possible way to identify patient's full name and MR number, would be given a temporary ID and an auto Medical Record number would be assigned as per the series of medical record number. In case of influx of disaster patients in ED, patients will be assigned pre-registered Medical Record Numbers, which would be edited after their identification is confirmed with family/ guardian and patient's confidential medical record generated on Temporary MR number will be transferred to Patient's original MR number.

Exceptions: In case of emergency, where the patient's medical condition necessitates stabilizing the patient first, ID band shall be placed by the health care workers as soon as the patient's medical condition is stabilized.

VI. Distribution

- Intranet with access to all staff
- Hard Copies to Units