



## Policy & SOP on Patient Identification

### **1. POLICY STATEMENT:**

Patient identification is essential in all aspects of healthcare and must be adopted by all staff, as best practice for in-patients, day care patients, out-patients and emergency patients.

- At the time of admission, all patients should be identified correctly.
- All in patients should wear patient identification band approved by the institute.
- The identification band shall be checked by the care providing hospital staff to ensure that it is legible and contains the correct information throughout their hospital stay.
- There should be at least two (2) identifier which may include.
  - **The patient complete name and;**
  - **An assigned identification number (Medical Record Number)**
- A plaque of “SAME NAME ALERT” will be placed in front of patient bed side.
- The room number and bed number should not be used to identify the patient.
- In case of patient admitting to ER, nurse will prepare identification band.
- Staff providing the care is responsible for verifying the patient’s identity by utilizing two identifiers (complete Name of the Patient and Medical Record Name) prior to the administrative of Medications, Treatments, or for any Diagnostics Procedure.
- Staff shall verbally assess the patient to assure proper identification and match the verbal confirmation to the written information on the identification (tags / bracelets / bands) by checking Medical Record Number and Name of the patients.
- The patient can remove the identification band after discharge.
  
- In the event of death, the identification band shall remain on the patient’s body.

- Dead Body Identification: According to Law and Regulation of Local Government, dead body should be identified by picture. (Where applicable)
- Three identifying stickers contain patient complete name with:
  - First name.
  - Father name / Surname and CNIC number.

## **2. PURPOSE & RATIONAL:**

- To ensure correct identification of the patients at all times. Particularly before undertaking any procedure.
- To provide an identification system to ensure that all hospital patients are properly identified prior to any care and treatment provided to them.
- Exception: Patients those are unable to provide their identification (comatose / unconscious) and require emergency care, will receive treatment prior to identification if such care and treatment is necessary to stabilize the patient`s condition. (The identification process will be followed later).

## **3. RESPONSIBILITIES:**

All Hospital Staff of Liaquat University Hospital Hyderabad.

## **4. Definition & Terms:**

Correct patient identification is a system of verification or to confirm that the identity markers or information provided by the patient or the patient`s guardian / representative, match those on the patient`s identity band and or on patient`s document.

- In-patient: In-patient are those patients who are admitted to the hospital and expected to stay overnight.
- Day care patient: Day ward attendees are those patients who are admitted to the hospital for a Hospital for a procedure or monitoring, but not expected to stay overnight.
- Out-patient: Out-patient are those patients who attend the Out-Patient Department for a consultation or to undergo a procedure, but who are not admitted as in-patients or day ward attendees.

## **5. Procedure:**

- All inpatients in clinical units should wear wrist bands provided by hospital. The wrist bands should include Patients Full Name, and Medical Record Number. No treatment, procedures or medication should be administered unless the person giving or providing the care has established the identity of the patient.
- Health care providers verify at least two Patient Identifiers, Patients complete Name and Medical Record Number whenever administering. ° Medications or Blood Product. ° Collecting Blood Specimens. ° Providing other treatments and procedures. ° Attach ID band to a visible part of the patient's body according to the patient's conditions e.g., Allergies or wearing ID band interferes with any procedures / treatment.
  - If the identification is spoiled or unreadable, place new identification band and re-confirm it.
  - The transferring nurse verifies that the identification band is in place before a patient is transferred.
  - The receiving nurse verifies that the identification band upon receiving the patient from other units to ensure proper identification of the patient and ensure patient safety.

<b>Doc Code</b>	<b>E/SHCC/ LUH /HIC / 005</b>	<b>Issue Date:</b>	<b>July, 2022</b>	<b>Issue No:</b>	<b>02</b>
<b>Page</b>	<b>64-66</b>	<b>Revision Date:</b>	<b>00</b>	<b>Revision No:</b>	<b>00</b>

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