

## How to change a patient's name, sex and/or date of birth

**Scenario:** Patient registered/admitted with incorrect name, sex and/or date of birth.

Step	Responsible Party	Steps
1	User who discovers error	Email <a href="mailto:HIMRegistrationAssistance@utmb.edu">HIMRegistrationAssistance@utmb.edu</a> and call HIM 409-772-1744, with the requested to change the information and a brief explanation of the scenario.
2	HIM	Email and call Blood Bank for approval to proceed. - If request is denied, Nurse Manager/Administrator makes the final decision.
3		HIM & Nurse Manager/Designee identify physician & nurse responsible for completion of procedures.
4		HIM notifies group that the name will change.
5	Ancillary & Billing	Update systems and follow internal procedures.
6	Nurse Mgr or Designee	Reprint armband, labels, lab requests, and other material with the correct name.
7	Providers	Enter appropriate orders if applicable.
8	Providers, Nurse Mgr or Designee and Ancillary areas	For accuracy, review all information including orders to ensure the requested change field was correctly changed on paper and EMR.