

Changing Patient Identifiers (Name and Unit History Number)

Changing a Patient's Name

Responsibility	Action
Registration Personnel	<ol style="list-style-type: none"> 1. Locates the patient in the PIDX using patient name, date of birth, past identities, and Social Security number if necessary 2. Goes to 'Revise Patient Index' function and selects Patient (01). This leads to 'Revise PIDX'. The patient's name is changed/corrected here. 3. Goes to 'Reason for Change' screen and selects one of two options: 1) 'Revision to last, first, and/or middle name – used to change a name due to incorrect or misspelled name; add a new name due to marriage, divorce, or adoption; and to name a previously unknown person (e.g., John Doe); or 2) 'Change Newborn baby name' – used to change a baby's name from Baby Boy/Girl/Twin A, etc. to a new primary name.

Note: new name becomes primary name; old identity becomes an alias name for all name changes except for baby name changes where last name of baby doesn't change .

Adding or Changing a Fictitious Name

Responsibility	Action
Registration Personnel	<ol style="list-style-type: none"> 1. Conducts a thorough search of the PIDX at registration to determine if patient has existing medical record number. <ul style="list-style-type: none"> • If the patient does have an existing medical record number, the fictitious name the patient is being registered with is added to the PIDX as the primary name (patient's real identity then becomes an alias name) • If the patient does not have an existing medical record number, a number is assigned with the fictitious name entered as the primary name. 2. Notifies HIM Department when patient is registered.
Health Information Management (HIM) Dept.	<ol style="list-style-type: none"> 3. When patient is discharged, makes changes to the PIDX, medical record and the Electronic Medical Record to reflect the patient's real identity and changes the fictitious name to an alias name.

Changing an Active
Patient's Name or UH#

Responsibility	Action
Hospital Personnel	1. Notifies a registration employee and HIM of the need to change an active patient's primary name or UH#.
Registration Employee	2. Contacts the Bed Information Center of the change needed.
Bed Information Center	3. Contacts the Nurse Manager/Administrator and Pathology/Blood Bank Division to determine if the name change or UH# change will impact transfusion testing.
Nurse Manager/designee	4. If permission is granted, informs Food and Nutrition Services, Health Information Management, Hospital Patient Financial Services, Physicians' Billing Services, Blood Bank/Pathology and all other departments that provided services (e.g., , Radiology, Pharmacy).
Bed Information Center	5. If permission is granted changes patient's name in the PIDX.
Health Information Mgmt.	6. Adds the patient's correct name into Invision at the alias level (this will enable the patient to be retrieved in Invision by both the name they were registered with and their correct name). 7. When the patient is discharged, makes changes to the medical record and to the Electronic Medical Record to reflect the correct name or UH#.