**Policy Statement**

To promote safety, name alert precautions shall be initiated for inpatients with the same or similar names.

**Purpose of Policy**

To develop a standardized procedure, to be utilized in inpatient care areas, that increases staff awareness of inpatient names that are alike or similar in spelling or pronunciation.

**Procedure**

1. The clerk or RN will label the outside spines of the inpatients’ charts with ‘Name Alert’ sticker.

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**Approved by:**

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

**Review/Revision Date:**

9/1/2008  
6/3/2011  
6/1/2014  
7/1/2017

**Next Review Date:** 7/1/2020

**Policies Superseded by This Policy:** none

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*