(A) Policy Statement

Each patient receiving rehabilitation services will be properly identified, prior to receiving any care, treatment or services. The two identifiers used for inpatients are the name and medical record number. The two identifiers used for outpatients receiving services are their name and birth date.

(B) Purpose of Policy

To ensure that the services performed by the Rehabilitation Services Department are provided to the correct patient.

(C) Procedure

1. Procedure for Outpatient Rehabilitation Services
   a. The clerical staff will verify each patient’s identity, using the patient’s name and date of birth, at the time of check in for initial treatment. If the patient receives subsequent treatment on an ongoing basis, name verification only is necessary upon check-in by the clerical staff.
   b. Each clinician, upon the initial evaluation/treatment of a particular patient, will verify the patient’s identity prior to treating the patient, confirming the patient’s name and date of birth with the medical record information. If the patient receives treatment on an ongoing basis with the same clinician, name confirmation only is necessary.
   c. Identity verification of name and birth date must be completed by any clinician treating the patient for the first time, even if the patient has already been receiving services from the department.

2. Procedure for Inpatient Rehabilitation Services (Acute Care Hospital and Rehab Center)
   a. The clinician will verify each patient’s identity upon initial session, utilizing two patient identifiers listed on the identification band: patient name and medical record number.
   b. Staff will ask the patient to verbally state their name (if able) and compare the patient’s name and medical record number on their name band to the printed work list, order, medical chart, etc. If the patient receives treatment on an ongoing basis with the same clinician, name confirmation only is necessary.
   c. Identity verification of name and medical record number must be completed by any clinician treating the patient for the first time, even if the patient has already been receiving services from the department.
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Patient Identification
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Review/Revision Completed By:
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Review/Revision Date:
2/2005
8/2006
1/10/2010
7/2013
7/2014
7/2015

Next Review Date: 7/2016

Policies Superseded by This Policy: 23-SH-06