

<b>Name of Policy:</b> <u><a href="#">Inpatient Same/Similar Name Alert</a></u> <b>Policy Number:</b> 3364-100-01-19 <b>Department:</b> Hospital Administration <b>Approving Officer:</b> Chief Executive Officer - UTMC <b>Responsible Agent:</b> Chief Nursing Officer <b>Scope:</b> The University of Toledo Medical Center	  <b>Effective Date:</b> 5/1/2021 Initial Effective Date: 9/11/2008
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

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

**(B) 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.

**(C) Procedure**

1. The clerical specialist/registered nurse/designee will label the outside spines of the inpatients' charts with 'Name Alert' sticker.

<b>Approved by:</b>  /s/ _____ 05/24/2021 Richard Swaine Chief Executive Officer - UTMC  <i>Review Completed By:</i> HAS Nursing Patient Access Pharmacy	<b>Review/Revision Date:</b> 9/11/2008 6/3/2011 6/1/2014 7/1/2017 5/1/2021  <b>Next Review Date:</b> 5/1/2024
<b>Policies Superseded by This Policy:</b> none	

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