

## NURSING SERVICE GUIDELINES INPATIENT BEHAVIORAL HEALTH

**Guideline:** Appropriate use of patient photographs on the Kobacker child/adolescent inpatient psychiatric unit



**Policy Number Superseded:**

**Effective Date:**  
June 2023

**Responsibility:** All trained inpatient behavioral health staff

**Initial Effective Date:**  
August 2020

**Purpose of Guideline:** The purpose of obtaining a patient photograph is to assist the UTMC staff with the proper identification of the child/adolescent. This procedure addresses standards on the accuracy of patient identification. Kobacker child/adolescent inpatient psychiatric unit staff will identify patients using this process.

### **Procedure:**

- (A) Name - Ask patient their name and match spoken name to name printed next to the picture. If the patient states a name not on the picture, verify that this is the correct patient with another staff member who is knowledgeable of the patient's identity.
- (B) Verification of the correct patient by maintenance of the patient photograph.
- (C) In addition, adherence regarding the specifications of the Health Insurance Portability and Accountability Act (HIPAA) rules concerning the patient's right to privacy has been addressed in this guideline.
- (D) After the written consent for admission has been obtained, the Kobacker child/adolescent inpatient psychiatric unit staff will take a digitalized photograph of all children and adolescents admitted on an inpatient basis after correct identification of the patient has been established by parent/guardian.

Guideline:

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- (E) The photograph will be printed on a sheet of paper that contains the following information:
  - (1) Name of the patient.
  - (2) Birth date.
  - (3) Medical record number of the patient.
- (F) The patient photograph will be placed in the medication book, after the data sheet of the patient.
- (G) The photograph will be utilized as an identifier for medication administration and/or treatments and procedures.
- (H) In the unforeseen instance the patient elopes from the Kobacker child/adolescent inpatient psychiatric unit, the “Notice of Use of Photograph” will allow law enforcement/campus security access to the photograph to assist in the patient’s timely and safe return to the unit.
- (I) The digitalized patient photograph will not be stored on the hard drive of the computer.
- (J) At the time of discharge, the photograph will be destroyed.

Approved by:

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Chief Nursing Officer*

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Review/Revision Completed by:

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