



Nursing Service Guidelines Inpatient Behavioral Health

Title: **APPROPRIATE USE OF PATIENT PHOTOGRAPHS ON THE
KOBACKER ADOLESCENT INPATIENT PSYCHIATRIC UNIT**

Responsibility: All trained Inpatient Behavioral Health staff

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 staff will identify patients using this process:

Procedure:

1. 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.
2. Verification of the correct patient by maintenance of the patient photograph
3. 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.
4. After the written consent for admission has been obtained
5. The Kobacker 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.
6. The photograph will be printed on a sheet of paper that contains the following information:
 - a. Name of the patient
 - b. Birth date
 - c. Medical record number of the patient
7. The patient photograph will be placed in the medication book, after the data sheet of the patient.
8. The photograph will be utilized as an identifier for medication administration and/or treatments and procedures.
9. In the unforeseen the patient elopes from the Kobacker 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.
10. The digitalized patient photograph will not be stored on the hard drive of the computer.
11. At the time of discharge, the photograph will be destroyed.

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Revised:

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