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| Name of Policy: <u>Trauma Admission Names</u> Policy Number: 3364-141-03 Department: Trauma Department Approving Officer: Chief Nursing Officer Responsible Agent: Director, Trauma Services Scope: The University of Toledo Medical Center (UTMC) |  Effective Date: 7/1/2020 Initial Effective Date: 3/1/2006 |
| <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

The Trauma Alert Patient will be designated with a periodic element name upon arrival to the Emergency Department (ED).

(B) Purpose of Policy

The purpose of the Trauma Alert ‘name’ process is to provide an initial patient identifier where tests and procedures can be completed in a safe manner and associated to the patient.

(C) Procedure

1. The ED Clerks/Registration will generate an ERT (emergency room trauma) registration. This registration will include a medical record number, an account number, and an elemental name. From this, stickers with the above information will be made and clerks will place on all documents in the Trauma folders. Elemental names will be utilized in the order as seen on the attached page and will repeat when cycle is completed.
2. In addition to elemental name, gender will be placed in front of the elemental name as given via report from EMS.
3. Once positive identification is made by Photo ID, Family Identification or patient stating name, the periodical name will be changed to actual patient name and a new patient label will be generated. New armbands with actual patient name will be placed on patient. Old armband with elemental name will also remain on patient to link patient to elemental name.
 - a. The positive identification will be placed in system AFTER the patient returns from CT/Radiology.
4. If patient expires and name continues unknown, place the patient sticker with periodic element name on the toe tag. Identification arm bands should be placed on patient with periodic elemental name. In the event the patient expires in the ED and the patient is identified, please place both arm bands (elemental name & actual name) on the patient and label the toe tag with the identified name.

