

Name of Policy: Trauma Admission Names Policy Number: 3364-141-03 Approving Officer: Chief Nursing Officer Responsible Agent: Director, Trauma Services Scope: University of Toledo Medical Center		 Effective date: 9/2025 Original effective date: 3/1/2026	
Key words: Trauma, Admission Names, Trauma Alert, Generated Name, Patient Identifier			
☐	New policy proposal	☒	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy Statement

The Trauma Alert Patient will be designated with a system generated 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 EMR (electronic medical record) generated name. From this, stickers with the above information will be made and clerks will place on all documents in the Trauma folders. System generated names will be utilized in the order as seen on the attached page and will repeat when cycle is completed.
2. Once positive identification is utilizing two patient identifiers, the EMR generated 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 EMR generated name will also remain on patient to link patient to EMR generated name.
 - a. The positive identification will be placed in system after the patient returns from CT/Radiology.
 - b. Registration will take direction from the ED charge nurse to update the patient name.
3. If patient expires and name continues unknown, place the patient sticker with EMR generated name on the toe tag. Identification arm bands should be placed on patient with EMR generated name. In the event the patient expires in the ED and the patient is identified, please place both arm bands (EMR generated name & actual name) on the patient and label the toe tag with the identified name.

Approved by: /s/ Trauma Medical Director 9/10/2025 Date /s/ Kurt Kless Chief Nursing Officer 9/10/2025 Date /s/ Kristin Calkins Director, Trauma Services 9/10/2025 Date <i>Review/Revision Completed by: Director, Trauma Services, Director Patient Access</i>	Policies Superseded by This Policy: • 43-3 Initial effective date: 3/1/2026 Review/Revision Date: 3/1/2026 5/11/2007 11/15/2010 4/25/2014 7/1/2017 7/1/2020 9/2025 Next review date: 9/2028
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