

Confirming the Identification of a Patient– Informational Document

Purpose

This document provides information regarding the required patient identification prior to the collection of diagnostic laboratory specimens or the receipt of blood products.

Policy

All facility registered patients shall have a SHR identification band placed on his/her wrist or ankle prior to collection of diagnostic specimens or receipt of blood products. An exception is made for patients in the neonatal intensive care unit, where the neonate's identification band is attached to their isolette.

Staff shall ensure that the patient's name and unique identification number (HSN, MRN and/or visit number) match the corresponding identifiers on the requisition and hospital generated labels.

All non-registered patients without a SHR identification band shall meet one of the following scenarios prior to collection:

Provide valid identification (i.e. personal health card, driver's license or other photo identification) and meet a verbal challenge.

Unable to provide valid identification, but meet a verbal challenge **and** are registered in LIS.

NOTE: If patient does not provide identification and is not registered in LIS, the patient will not be provided service. When a patient is unable to meet the verbal challenge, confirmation of their identity shall be provided by a Qualified Healthcare Provider who is familiar with the patient or by a patient's family member, if present. Identification shall be confirmed while in close proximity to the patient.

- All patients shall meet a verbal challenge wherever possible. The patient correctly states their full name, the correct spelling of their last name and their correct date of birth.
 - In Long Term Care Facilities, all patients shall meet a verbal challenge prior to specimen collection.
 - When a patient is unable to meet the challenge, confirmation of their identity shall be provided by a Qualified Healthcare Provider who is familiar with the patient or by a patient's family member, if present. Identification shall be confirmed while in close proximity to the patient.
 - Before collecting diagnostic specimens for Transfusion Medicine and HLA testing, the patient shall meet a verbal challenge.
 - When a patient is unable to meet the challenge, confirmation of their identity shall be provided by a Qualified Healthcare Provider who is familiar with the patient or by the patient's family member, if present. This individual shall confirm identification while in close proximity to the patient and shall sign the "Identified By" field on the requisition (TML Test Request Form # 101058, HLA Test Request Form-231, and/or Deceased Donor Requisition Form-232).

Definitions

For the purposes of this document, the following definitions apply:

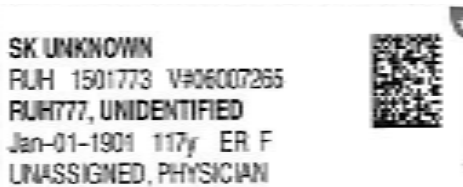
Term, abbreviation, acronym, etc.	Definition
Code Orange	An Emergency Preparedness code used to indicate incoming casualties
HLA	Histocompatibility (Human Leukocyte Antigen)
HSN	A unique personal health number assigned to an individual (usually a provincial health insurance number, but may be from RCMP, Federal Penitentiary, etc.)
LIS	Laboratory Information System
MRN	Medical Record Number
Qualified Healthcare Provider	A healthcare provider who is familiar with, and responsible for a particular patient's care and/or treatment. Qualified health care providers include: registered nurses, licensed nurse practitioners, physicians, physician's assistants, residents (fellows), pharmacists, midwives, and respiratory therapists.
Shall	Indicates the action is mandatory
SHR	Saskatoon Health Region
Verbal Challenge	The patient correctly states their full name, the correct spelling of their last name and their correct date of birth.
EPP	Emergency Preparedness Plan

General Information

1. Prior to performing any procedure, **always check the patient's identification band**. Make sure the name and unique identification number corresponds to that on the requisition or labels. Verbally confirm proper identification by asking the patient their name whenever possible. Do not assume anything. It is critical that the specimens are drawn on the correct patients.
2. Do not proceed with specimen collection if the identification band is missing, illegible or if there is a discrepancy with hospital or laboratory generated labels or requisitions. Ensure that ward personnel are notified of the problem and inform them that the collection will not proceed until the situation has been rectified.

3. Unidentified emergency room patients **in the event of a Code Orange, a trauma, or in a state of unconsciousness** will be given System Assigned Identification by Patient Registration Services. The identification band will include the following:
- Last Name as SiteUnidentifiedNumber (eg. RUH777 see below)
 - First Name as UNIDENTIFIED
 - DOB always entered as 01-JAN-1901
 - A computer generated MRN # (eg. RUH1501773 see below)

Example of Identification band:



Note: When the patient is identified the files are merged to create one patient record. The merged LIS patient record will record the identification in the patient comment field.

References

Canadian Society for Transfusion Medicine. CSTM Standards for Hospital Transfusion Services. Version 2. Ottawa (ON): Canadian Society for Transfusion Medicine; 2007. p. 25-26
SHR Policy 7311-60-017 Verification of Identification
SAF-36 Pathology and Laboratory Medicine Code ORANGE – Informational Document