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POLICY	Manual: Clinical	Section: Interdisciplinary Clinical	Code No.: I I002	Old Code No.: POLI1, I I2
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Patient identification is done in partnership with patients and families by explaining the reason for this important safety practice and asking the patient/family for person-specific identifiers (e.g., "In order to keep you safe, I am required to confirm your identification prior to any procedure. Can you please tell me your full name? What is your date of birth?" "Can we take a photo of you?").

Prior to the provision of any intervention, procedure or medication administration at Southlake Regional Health Centre, the health care provider must properly identify the patient using **at least two person specific identifiers**, one of which must be the patient's full name. The following are acceptable person-specific identifiers:

- Full name
- Date of birth
- Medical record number
- Home address, if available (only when confirmed by the patient/family and is not acceptable for collection of blood samples or for type and screen or crossmatch)
- An accurate photograph of the patient (for patients with dementia or incapable patients). Note: this is not acceptable for collection of blood samples or for type and screen or crossmatch.

A room number **may not** be used as a patient identifier.

Two identifiers may be taken from the same source, i.e. from the patient or patient identaband.

For Emergency department patients whose identity cannot be confirmed, refer to the **Temporary Identabands** section below.

Department-specific procedures regarding patient identification must align with this corporate policy.

Definitions:

- Service or Procedure: includes, but is not limited to, admission, transfer, venipuncture, specimen collection, point of care testing, medication administration, surgical intervention, blood transfusion, diagnostic tests and procedures, radiotherapy and end of service.

- Staff includes employees, medical staff and students.

Appropriate Use of Identabands:

- An Identaband must be placed on all Emergency department patients and admitted patients and kept on throughout the hospital stay. At a minimum, the Identaband must include the patient's name, date of birth and medical record number.
- Whenever a band is placed/replaced on a patient, the staff member must verify the information with the patient/family member/care attendant and check that all information on the Identaband is correct, i.e. correct name and date of birth.
- Newborns require two Identabands. One band is placed on the wrist at the time of delivery with the unique hospital number identical to the mother's Identaband. The second Identaband is placed on the ankle with the baby's own unique hospital number.
- If an infant/child is removed from the mother/legal guardian or primary support person for any reason (e.g. tests, etc.), the identification bands of the infant and guardian are to be confirmed when removing the infant and again upon returning as per the [Security-Infants and Children](#) policy.
- Identabands must be immediately replaced by the assigned nurse/health care provider when:
 - Lost or removed
 - An error in the Identaband information is identified.
- If an error is identified on the Identaband, the nurse/healthcare provider will also check the facesheet to verify whether or not it needs correction. If it needs correction, the nurse/healthcare provider will notify the admitting department to ensure the error is corrected.
- The Identaband must be worn on the wrist when at all possible. In the event that an Identaband must be removed due to a procedure or intolerance (i.e. skin breakdown), it must be relocated to another part of the body.
- Under no circumstances will the Identaband be attached to something other than the patient (e.g. furniture).

Temporary Identabands:

- A temporary armband may be placed on a patient in the Emergency department when the patient cannot confirm their identity due to serious injury or loss of consciousness.
- The temporary Identaband will contain the following information: the gender of the unidentified patient, a uniquely assigned letter (e.g. A or B), and temporary record number.
- The temporary Identaband must be replaced as soon as possible with a regular hospital Identaband once patient identification is confirmed.

Labeling a Patient Chart:

- When assembling a patient chart, one must verify that the stickers being placed on the components of the chart are indeed for the correct patient/chart using two patient identifiers.

References:

- Accreditation Canada, Required Organizational Practices, 2019
- Clinical Nursing Skills & Techniques. Perry and Potter; Mosby, 9th Edition 2018