

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety/Prisons
Health Services

SECTION: Administrative – Performance
Improvement and Risk Management

POLICY # AD II - 12

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SUBJECT: Identification of Patients

EFFECTIVE DATE: September 2013
SUPERCEDES DATE: NONE

References:

National Patient Safety Goals (NPSG) .01.01.01

PURPOSE

To improve the accuracy of patient identification by Health Services staff when providing care, treatment or services to our patients. To reliably identify each patient as the individual for whom the care, treatment or service is intended and to ensure the right care, treatment or service is being provided to the right patient.

POLICY

Establish a system by which Health Services staff identify all inmates/patients (inpatient and outpatient) of the NCDPS prior to the provision of care, treatment or services. A system of positive identification provides an accurate linkage of patient care to the patient's medical records and improves patient safety.

PROCEDURE

Health Services staff will identify patients based on a two (2) patient identifier system at all patient encounters providing care, treatment or services.

Health Services staff will verify information via two (2) forms of identification with one being a photo ID by using the patient's picture ID card **or** printed picture from OPUS on the Web.

The second identifier will be the patient's OPUS Number **or** Date of Birth.

Prior to the administration of tests, care, treatment, services, procedures, medications or blood products, the health care professional providing the care is responsible for verifying the patient's identity. Health Services staff will have the patient **verbally** state his/her name **and** OPUS Number **or** Date of Birth at each patient encounter **and** identify the picture with the patient receiving the care, treatment or services **and** compare the OPUS number **and/or** Date of Birth to the Health Record/ Medication Administration Record/order prior to providing care, treatment or services.



9/30/13

Paula Y. Smith, MD, Chief of Health Services Date

SOR: Risk Manager