

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: CLIENTS' IDENTIFICATION PHOTOGRAPHS

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Risk Management Director

LAST REVIEW COMPLETED: June 2008

I. GENERAL

Photographs, motion pictures, videotapes, drawings or other images of clients may be made for internal hospital use such as identification or clinical/training purposes. Unless otherwise permitted by law, no recognizable image of a client will be published by the hospital or released to anyone for publication or any other purpose except with the written authorization of the client (or parent/guardian, where appropriate). Such authorization must be specific as to the use of the image and must identify the particular image to be used. Blanket authorizations are not permitted.

II. PURPOSE

1. To insure the accuracy of client identification.
2. To provide a standardized system of client identification.

III. CLIENT I.D. PHOTOGRAPHS

The Service Chiefs/designee are responsible for having photographs taken within twelve hours after the arrival of a new admission and annually, when required, for the purposes of client security or identification.

- A. Upon admission initial photographs will be taken in each client care service.
- B. An annual review of all clients' photographs will be completed during the annual team conference. If there are significant changes, the photograph will be updated yearly. If there are no significant changes, the photograph will be undated every two years.

- C. Three (3) copies/photographs are required as follows:
1. One (1) for the Medication Administration Record (MAR).
 2. One (1) for the Medical Record.
 3. One (1) for Lab personnel to provide identification when providing laboratory services to the client on the unit. This photograph will also be used for clients who are on special diets.

Reference:
The Joint Commission, Client Safety Goals, 2007

Approved:

This policy has been approved by the CEO and CMO in July 2008.