

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: CLIENT'S IDENTIFICATION PHOTOGRAPHS

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Risk Management Director

LAST REVISION DATE: June 2008

The objective of this procedure is to establish the guidelines and methods to ensure that photographs and visual reproduction of clients are taken at appropriate times and to ensure the accuracy of client identification.

To insure the accuracy of client identification, at least two (2) of the following client identifiers must be used whenever lab specimens are obtained, administering medications, or providing special diets:

- A. A current photograph with the client's name, Avatar number, age, sex, race and date noted under the picture.
 - B. Unit Staff identification
 - C. Client self identification provided the client is a reliable informant.
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**Responsible staff
for this procedure**

Service Chief
Service Director
Team Leaders
Chart Room Coordinators

Person Responsible

Responsibility

Service Chief/designee

Ensure photographs are taken within twelve hours of admission to a unit.

Service Director/Team Leader

1. Ensure that at the time of the annual review team conference the client's photograph will be reviewed. If there are significant changes, the photograph will be updated yearly. If there are no significant changes, the photograph will be updated every two years.

2. Ensure a copy is placed in the client's medical record, the MAR, and placed in a notebook for lab personnel and for special diets.

Chart Room Coordinator

1. Ensure a **Name Alert** sticker will be placed on the stamp plate of clients who have the same first name, last name or both.
2. Upon discharge will file photographs in the most recent section of the client's record according to HIM guidelines

Approved:

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