



HEALTH HOLDING

HAFAER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Quality Management And Patient Safety		
Document:	Administrative Policy and Procedure		
Title:	Patient Identification		
Applies To:	Hospital Wide		
Preparation Date:	November 10, 2024	Index No:	QM&PS-APP-018
Approval Date:	November 24, 2024	Version :	5
Effective Date:	December 24, 2024	Replacement No.:	QM&PS-APP-018 (4)
Review Date:	December 24 2027	No. of Pages:	03

1. PURPOSE:

- 1.1 To comply with the International Patient Safety Goal.
- 1.2 To provide accurate identification of patient, minimising related medical errors and patient harm.

2. DEFINITIONS:

- 2.1 **Patient Identification** – identifying the individual as the person for whom the service or treatment is intended and to match the service or treatment to that individual.

3. POLICY:

- 3.1 Patients are identified at the point he/she enters the hospital. To improve the accuracy of patient identification, thereafter, use at least two patient identifiers (neither to be the patient's room nor bed number) whenever administering medications or blood products, taking blood samples and other specimens for clinical testing, or providing any other treatments or procedures.
- 3.2 For patient who are having exact similar names (spelling and sound), National ID can be used as another identifier.

4. PROCEDURE:

- 4.1 Two aspect of patient identification include "identifiers" and "sources". The following identifiers are approved for positive identification of patients:
 - 4.1.1 Patient name (4 names for the Saudi/ complete name for the Non – Saudi).
 - 4.1.2 Medical Record Number.
 - 4.1.3 National ID can also be used as 3rd patient identification.
 - 4.1.4 Combination of any of the two identifiers listed is used to confirm the patient's identity.
- 4.2 Sources of the patient identifiers may include:
 - 4.2.1 Patient
 - 4.2.2 Relative (Parent, adult, sibling, adult child)
 - 4.2.3 Guardian
 - 4.2.4 Domestic Partner
 - 4.2.5 Transferring facility if patient is unable or surrogate is unavailable. Note: If staffs are unable to identify the patient, the patient is placed in an "UNKNOWN" status.
- 4.3 Identification Band:
 - 4.3.1 The patient identification band is applied following initial identification of the patient. The ID band contains name and Medical Record Number provided to all inpatients and worn on the wrist (or ankle) for identification purpose.
- 4.4 Inpatient and Outpatient Procedures:
 - 4.4.1 In patient – an identification band is placed on the wrist or ankle of inpatients admitted.

- 4.4.2 Outpatient /ER – patient coming an outpatient department/emergency room must wear a wrist band and these includes those patients who undergo a therapy or procedure.
- 4.5 If the patient's medical condition prohibits the application of the identification band to the patient's extremity (wrist or ankle), the identification band must be attached to a visible part of the patient's body using tape appropriate to the patient's condition/allergies.
- 4.6 If the identification band must be removed by a staff member, a new band shall be made by confirming identification, and the band is placed on patient.
- 4.7 Before a patient is transferred, the transferring nurse verifies that the identification band is in place.
- 4.8 Outpatients, ambulatory care patients who do not have an ID band:
 - 4.8.1 The term "identifier" refers to the specific item of information by which the care recipient can be identified rather than the source of the information so asking patients their name and comparing to any paperwork would be one identifier. Examples of a second identifier for a care recipient without an ID band might be National ID number.
- 4.9 Patient identification in pharmacy:
 - 4.9.1 Patient takes information slip from OPD reception.
 - 4.9.2 Pharmacist asks the patient about the slip and his/her name.
 - 4.9.3 Once the patient answers he/she is given a number.
 - 4.9.4 When medications are prepared the pharmacist calls the number of prescription.
 - 4.9.5 The patient gives the number that should match the number on prescription; the pharmacist confirms the number; if they match the pharmacist dispenses medications.

5. MATERIAL AND EQUIPMENT:

- 5.1 Identification Band

6. RESPONSIBILITIES:

- 6.1 All Health care worker

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Ministry of Health Guidelines.
- 8.2 International patient safety goal.
- 8.3 Saudi central board for accreditation of healthcare institutions

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Rhodora Natividad	Document Management Control Coordinator		November 10, 2024
Reviewed by:	Mr. Sabah Turayhib Al Harbi	Director of Nursing		November 14, 2024
Reviewed by:	Mr. Abdullellah Ayed Al Mutairi	QM&PS Director		November 15, 2024
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		November 17, 2024
Approved by:	Mr. Fahad Hazam AlShammari	Hospital Director		November 24, 2024