

# Standard Operating Procedure (SOP)

## Patient Registration and Identification Procedures

This SOP details the **patient registration and identification procedures**, covering patient data collection, verification of personal information, assignment of unique identification numbers, and the use of identification bands or cards. It aims to ensure accurate patient identification, reduce errors, enhance communication across healthcare teams, and improve overall patient safety and care quality throughout the healthcare facility.

### 1. Purpose

To establish consistent and accurate procedures for registering and identifying patients, thus minimizing misidentification and enhancing safety and care quality.

### 2. Scope

This SOP applies to all healthcare personnel involved in patient registration and identification at the facility.

### 3. Responsibilities

- **Registration Staff:** Responsible for collecting and verifying patient information.
- **Healthcare Providers:** Verify patient identification at every point of care.
- **IT/Administrative Staff:** Manage the unique identification system and issue identification materials.

### 4. Procedure

#### 1. Patient Data Collection

- Gather the following information upon arrival:
  - Full legal name
  - Date of birth
  - Gender
  - Home address
  - Contact number
  - National ID or other valid identification proof
  - Emergency contact information
- Explain privacy and confidentiality policies to the patient.

#### 2. Verification of Personal Information

- Ask the patient or legal guardian to confirm all provided information.
- Request supporting identification documents to verify identity.

#### 3. Assignment of Unique Identification Number (UIN)

- Generate and assign a UIN to every new patient in the health information system.
- Link the UIN to all future records and interactions.

#### 4. Issuance of Identification Band/Card

- Provide a wristband (inpatient) or identification card (outpatient) printed with the patient's:
  - Full name
  - Date of birth
  - UIN/barcode
- Confirm the accuracy of printed information and attach/wear as appropriate.

#### 5. Re-Verification at Points of Care

- Healthcare teams must verify the patient's identity using at least two identifiers (e.g., full name and date of birth) before administering any care, medication, or procedure.

### 5. Documentation

- All collected and verified patient data are recorded in the patient management system.
- Issuance of identification materials is logged in the system.

### 6. Quality Assurance and Compliance

- Routine audits to ensure adherence to registration and identification protocols.
- Regular training for all involved staff on SOP updates and patient safety practices.

### 7. References

- Health facility policy manual
- National patient safety and data protection regulations

- Relevant international standards (e.g., Joint Commission, ISO)

## 8. Revision History

Date	Version	Description	Approved By
2024-06-16	1.0	Initial SOP release.	[Name/Title]