Standard Operating Procedure (SOP)
Patient Identification and Verification Procedure

1. Purpose

This SOP details the **patient identification and verification procedure**, including accurate patient identification methods, verification of patient information prior to treatments, use of multiple identifiers such as name and date of birth, prevention of patient misidentification errors, staff responsibilities, and documentation requirements. The goal is to ensure patient safety by minimizing errors related to patient identity throughout healthcare processes.

2. Scope

This procedure applies to all healthcare staff involved in patient care, registration, treatment, and documentation within the facility.

3. Definitions

- **Patient Identifier:** Distinct information used to accurately identify a patient (e.g., full name, date of birth, medical record number).
- **Verification:** Confirmation of patient identity prior to care, treatment, or services.

4. Responsibilities

- All clinical and administrative staff must follow this procedure for every patient interaction.
- Unit/department managers shall ensure staff compliance and provide necessary training.

5. Procedure

1. **Initial Patient Identification**
   - Upon registration and admission, request the patient to state their full name and date of birth.
   - Verify information with a government-issued ID or previous medical records where possible.
   - Assign a unique medical record number and provide the patient with an identification wristband (if applicable).
2. **Verification Prior to Treatment/Procedure**
   - Staff must ask the patient (or caregiver) to state at least **two identifiers** (e.g., full name and date of birth) before any treatment, medication administration, or procedure.
   - Cross-reference identifiers with the patient's medical record and wristband.
   - In case of discrepancy, immediately halt the process and resolve the error before proceeding.
3. **Special Situations**
   - For unconscious, pediatric, or non-communicative patients, verify identifiers with a caregiver, family member, or previous documentation.
   - For patients with similar names, use additional identifiers (e.g., address, photograph) as required.
4. **Prevention of Misidentification**
   - Never use room/bed number or physical appearance as identifiers.
   - Staff must remain vigilant and avoid shortcuts in the identification process.

6. Documentation

- Document each instance of patient verification in the medical record, including:
  - Date, time, and staff member involved
  - Identifiers used
- Record and report any incidents or near-misses related to patient misidentification according to facility policy.

7. Training

All relevant staff must complete training on the patient identification and verification procedure annually.

8. Audit and Compliance

- Regular audits will be conducted to ensure adherence to this SOP.
- Non-compliance will be addressed through corrective action and retraining.

9. References

- Facility Policies and Procedures on Patient Safety
- Joint Commission International Patient Safety Goals

10. Revision History

Version	Date	Description	Author
1.0	2024-06-30	Initial issue	[Author Name]