Standard Operating Procedure (SOP)

Patient Identification and Verification Procedures

This SOP details **patient identification and verification procedures**, emphasizing accurate patient recognition through multiple identifiers such as name, date of birth, and medical record number. It aims to prevent errors in treatment and medication administration by ensuring each patient is correctly identified at every point of care, including admission, transfer, and prior to procedures. The procedure includes staff training, use of wristbands, barcode scanning, and documentation protocols to enhance patient safety and reduce risks associated with misidentification.

Document No.	[Insert Number]	Effective Date	[Insert Date]
Revision No.	[Insert Number]	Review Date	[Insert Date]

1. Purpose

To ensure accurate identification and verification of patients at every point of care to prevent clinical errors and enhance patient safety.

2. Scope

This SOP applies to all healthcare staff involved in direct patient care, including admission, transfer, medication administration, procedures, and discharge.

3. Responsibilities

- All clinical staff must follow identification procedures as outlined.
- Supervisors are responsible for ensuring compliance and staff training.

4. Definitions

- **Identifier:** A specific piece of information used to distinguish an individual patient (e.g., full name, date of birth, medical record number).
- **Verification:** The process of confirming a patient's identity by matching their provided identifiers with hospital records and wristbands.

5. Procedure

1. **Patient Admission**
   - Obtain at least two identifiers (e.g., full name, date of birth) upon registration/admission.
   - Issue and affix an identification wristband containing identifiers and a barcode, if available.
2. **Verification at Points of Care**
   - Before administering medication, performing procedures, or transferring patients, staff must verify patient identity using at least two identifiers.
   - If available, scan the barcode on the wristband to electronically verify the patient's identity.
3. **Handling Unconscious or Non-verbal Patients**
   - Use identification documents or confirmation from next of kin, if present.
   - Clearly mark the wristband and patient record as "unknown" until identity is confirmed.
4. **Documentation**
   - Record patient identification checks in the medical record during all key points of contact.
5. **Staff Training**
   - All new staff members must complete training on patient identification protocols.
   - Annual refresher courses are mandatory.

6. Compliance and Audit

- Regular audits will be conducted to ensure adherence.
- Non-compliance may result in corrective actions.

7. References

- [Insert applicable regulations, standards, or guidelines]

8. Appendices

- Appendix 1: Sample Patient Wristband
- Appendix 2: Staff Training Checklist