Standard Operating Procedure (SOP): Patient Identification and Verification Procedures

Effective Date: [Enter Date]

Version: [Enter Version Number]

Prepared by: [Name/Position]

Approved by: [Name/Position]

Purpose

This SOP details the **patient identification and verification procedures** to ensure accurate and reliable confirmation of patient identity before any clinical interaction. It includes steps for verifying patient information using multiple identifiers, preventing misidentification errors, and maintaining patient safety throughout admission, treatment, and discharge processes. The purpose is to enhance patient safety by reducing risks of errors related to wrong patient treatment or medication administration.

Scope

This SOP applies to all healthcare staff involved in the registration, admission, treatment, medication administration, and discharge of patients in [Facility/Department Name].

Responsibilities

- All clinical and administrative staff must adhere to this SOP at all times.
- Supervisors are responsible for ensuring staff are trained and compliant with the SOP.
- Quality and Safety teams will monitor compliance and audit procedures regularly.

Procedure

1. **Patient Admission/Registration**
   - On arrival, request patient to state their full name and date of birth (DoB).
   - Verify the information against official identification (e.g., government-issued ID, insurance card).
   - If the patient is unable to provide information, confirm with a legal guardian or accompanying caregiver.
2. **Use of Multiple Identifiers**
   - Always use at least **two unique patient identifiers** before any procedure or service.
   - Acceptable identifiers include: full name, DoB, medical record number, or a government-issued ID number. Room numbers or physical locations should **not** be used.
3. **Verification Before Clinical Interaction**
   - Prior to administering any medication, procedure, or treatment, repeat the identification process.
   - Ask the patient (or guardian) to state their name and DoB aloud; verify against the patient's medical record or wristband.
   - Confirm all identifiers match the documentation and orders.
4. **Inpatient Wristband Policy**
   - Ensure all admitted patients are provided with a wristband displaying correct identifiers.
   - Check wristband accuracy before placing it on the patient.
   - Staff must confirm the wristband before every medication or procedure.
5. **Discharge and Transfer**
   - Repeat identification verification before discharging or transferring the patient to another department or facility.
   - Document the verification process in the patient's medical records.
6. **Handling Identification Discrepancies**
   - If discrepancies are identified, stop all proceedings and resolve the issue before continuing.
   - Report the incident per facility policy and document findings.

Documentation

- Record all identification and verification steps in the patient's electronic medical record (EMR) or paper chart.
- Maintain copies of any supporting documents used for identification in accordance with privacy laws.

Compliance and Monitoring

- Periodic audits will be conducted to ensure adherence to this SOP.
- Non-compliance will be addressed according to institutional disciplinary procedures.

References

- [Institution Policy on Patient Identification]
- Joint Commission Patient Safety Goals
- [Any relevant laws/regulations]

Revision History

Date	Version	Description	Author
[Enter Date]	[Enter Version]	Initial SOP Development	[Name]