Standard Operating Procedure (SOP)
Patient Identification and Registration Procedures

1. Purpose

This SOP details **patient identification and registration procedures**, including accurate patient data collection, verification of personal information, assignment of unique patient identifiers, proper documentation of medical history, and the use of secure electronic health record systems. The purpose is to ensure precise patient identification, minimize errors, enhance communication among healthcare providers, and provide a streamlined registration process to improve overall patient safety and care quality.

2. Scope

This procedure applies to all staff involved in patient registration, data collection, and management within the facility.

3. Responsibilities

- **Registration Staff:** Collect and verify patient data, assign identifiers, enter information into the system.
- **Healthcare Providers:** Review and confirm patient identification and registration data at each encounter.
- **IT Department:** Ensure security and integrity of electronic health record (EHR) systems.
- **Quality Assurance:** Audit records and processes for compliance.

4. Procedures

1. **Initial Greeting and Data Collection**
   - Politely greet the patient or their representative and explain the purpose of data collection.
   - Obtain at least two patient identifiers (e.g., full legal name, date of birth, government-issued ID).
   - Collect additional personal information: address, contact number, emergency contact, insurance details.
2. **Verification of Information**
   - Ask the patient to verify the information provided verbally.
   - Cross-check identification documents for accuracy.
3. **Assignment of Unique Patient Identifier**
   - Assign a unique patient ID in the EHR system after verifying all details.
   - If duplicates are detected, follow duplicate resolution protocols.
4. **Medical History Documentation**
   - Collect and accurately document relevant medical history and existing conditions.
5. **Data Entry into EHR System**
   - Securely enter all patient information into the approved EHR system.
   - Ensure data entry is accurate and current.
6. **Confirmation and Registration Completion**
   - Review all entries with the patient for final confirmation.
   - Provide patient with a registration summary or ID card, if applicable.

5. Documentation

- Ensure all forms and electronic entries are completed accurately.
- Maintain confidentiality and security of all patient data.
- Retain records as per facility policy and statutory requirements.

6. Quality Control and Audits

- Regularly review registration logs for completeness and accuracy.
- Report and investigate discrepancies immediately.

7. References

- Health Insurance Portability and Accountability Act (HIPAA)
- Facility policy on patient documentation and data security
- Relevant national and local regulations

8. Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial version	Admin