

Appendix B

Sample Patient Naming Policy

Policy:

Accurate patient identification is foundational to a successful linking of patient records. Standardized naming conventions improve data integrity within an enterprise master patient index, resulting in increased accuracy in patient identification and providing more complete clinical information during care delivery.

[Insert individual organization's procedure for data capture here.]

Rules and conventions:

- The patient's name will be entered in all capitals.
- The complete legal name will be entered as reflected on government-issued identification, such as but not limited to birth certificate, passport, or driver's license, or as altered by a legal name change event. Events altering the legal name include marriage, divorce, adoption, or a court-approved name change.
- If the patient does not have a middle name, this field is left blank in the registration process.
- If the patient's middle name is an initial only, the initial should be entered.

Name at Registration	First Name	Middle Name	Last Name
Harvey William Blake	HARVEY	WILLIAM	BLAKE
K. D. Lang	K	D	LANG
R. D. Wayne Miller	RD	WAYNE	MILLER
George 7 Jones	GEORGE	7	JONES
Elena Lusk	ELENA		LUSK
Gus M. Mask	GUS	M	MASK

- Suffixes should be entered if the suffix appears on the legal form of identification.

Examples of suffixes include but are not limited to Junior, Jr., II, III, Sr., and IV.

Name at Registration	First Name	Middle Name	Last Name	Suffix
James R. Billings Jr.	JAMES	RANDOLPH	BILLINGS	JUNIOR
Charles Wayne Miller III	CHARLES	WAYNE	MILLER	III

- Nicknames or diminutive forms of the name should be entered only as alternative names or as an alias. They should never be entered as the legal name. When the patient's legal name is a commonly used nickname, the legal name will be entered as given.

Name at Registration	First Name	Middle Name	Last Name
Bob T. Williams	ROBERT	THOMAS	WILLIAMS
Lizzie Susan Whitley	ELIZABETH	SUSAN	WHITLEY
Billy Bob Williams	WILLIAM	BOB	WILLIAMS

- A hyphen (-) or space is the only acceptable punctuation.

Name at Registration	First Name	Middle Name	Last Name
Sean M. O'Donnell	SEAN	MATTHEW	ODONNELL
Mary D. Smith-Logan	MARY	DEBRA	SMITH-LOGAN
Susan L. Saint James	SUSAN	LOUISA	SAINT JAMES
Patrick Otis St. Peters	PATRICK	OTIS	SAINT PETERS
Humphrey E. Van Der Ark	HUMPHREY	EDWARD	VAN DER ARK
Abbie Nicole McClintock	ABBIE	NICOLE	MCCLINTOCK
George Herbert Walker Bush	GEORGE	HERBERT WALKER	BUSH

- Newborn names, if a birth name has not yet been given, shall be entered as Last Name = Mother's last name, First Name = Boy or Girl, and Middle Name = Mother's first name. Multiple births will contain 1, 2, 3, 4 or A, B, C, D depending on system limitations, depicting birth order in the first name field. After the newborn birth certificate has been completed, change the name to the baby's legal name and follow policy conventions, moving the initial data entry name to the alternative or alias name fields.

Name at Registration	Mother's First Name	First Name	Middle Name	Last Name
Newborn Male Rodriquez	MARTHA	BOY	MARTHA	RODRIQUEZ
Newborn Female First Born Foglia	CARLA	GIRL 1 or A	CARLA	FOGLIA
Newborn Female Second Born Foglia	CARLA	GIRL 2 or B	CARLA	FOGLIA

- If the gender of the newborn is unknown, *Baby* should be used as the first name until such time as identified. At the time of identification, the record should be updated to include this information.

Name at Registration	Mother's First Name	First Name	Middle Name	Last Name
Newborn Miller	DONNA	BABY	DONNA	MILLER
Newborn First Born Reed	KILEY	BABY 1	KILEY	REED
Newborn Second Born Reed	KILEY	BABY 2	KILEY	REED

- Fetal patient care is registered under the mother's name, with the documentation transferred to the child's record at the time of birth if or when the child becomes a patient in the normal course of business.

Examples of the correct method for recording names are as follows. Cultural variations in surnames exist. The registrar will need to clarify the family name or surname.

Name at Registration	First Name	Middle Name	Last Name
Cesear Jose Chavez	CESEAR	JOSE	CHAVEZ
Juan Pablo Rodriquez-Martinez	JUAN	PABLO	RODRIQUEZ-MARTINEZ
Maria del Carmen Ramirez-Salinas	MARIA	DEL CARMEN	RAMIREZ-SALINAS
Mao Tse-tung	TSE-TUNG		MAO
Kim Young	YOUNG		KIM
Yao Ming	MING		YAO
Dat Nguyen	DAT		NGUYEN
Abdulaziz Bin Mohamed Al Nasser	ABDULAZIZ	BIN MOHAMED	AL NASSER
Gumasha Said Ahmed Al Tuwajjri	GUMASHA	SAID AHMED	AL TUWAIJRI