

needed to positively identify the patient and ensure that each patient has one medical record number and one medical record. The record is assigned an identifier unique to the patient, or some other mechanism is used to link the patient with his or her clinical record. A single record and a single identifier enable the hospital to easily locate patient clinical records and to document the care of patients over time as well as eliminate risks result from misidentified information.

MR.3 The hospital maintains a master patient index (either manual or computerized) of all patients who have ever been admitted to or treated by the hospital.

MR.3.1 The master patient index is used to identify a patient's medical record number.

MR.3.2 The master patient index provides basic patient demographic information (identification information collected during the registration process) as well as patient activity (visit) information:

MR.3.2.1 The patient demographic information (identification information) includes: medical record number, patient's full name, date of birth, sex, marital status, address, national identification number, next of kin (and his contacts) and/or a person that the patient wishes to be contacted in an emergency, or authorized representative/designee.

MR.3.2.2 The patient activity (visit) information includes: admission and discharge/transfer dates for inpatient hospitalizations, date of death when a death occurs, encounter date or date of service for outpatient visits, most responsible physician, and mother's name for newborns.

MR.3.3 The patient demographic information (identification information) of the master patient index is recorded on the front sheet of the medical record.

MR.3.4 The master patient index is updated for each new episode of care for any change in information.

MR.3.5 The master patient index is retained permanently to provide historical access to basic patient information and dates of stay in the hospital.

Standard Intent:

The MPI is the key to locating the patient record in a numeric identification system. It identifies all patients who have been treated by the facility and lists the number associated with name. The index can be maintained manually or as part of a computerized system.

The hospital captures and maintains essential demographic and outcome data of all its patients. These data are updated whenever change occurs such as change in address, contact details or next of kin information during new care/visit episodes. This aims at