

Beaumont®

Subject Alias/Privacy Status for Patients			No. 26	Page 1
Content Expert / Coordinating Department(s) Nursing Education and Research		Prior Issue Date 02-2007	Issue Date 02/28/2013	
Privacy Status	Definition	What Appears on Unit Display Terminal	Interpretation	Response to Inquires.
Total Privacy	Patient does not want any information given regarding presence.	Confidential appears in Privacy Flag column Select: PATIENT LOCATION Patient name will not display Respond accordingly	Do not acknowledge the patient's presence. Do not give any information.	"I have no information regarding that person."
Standard Privacy	Patient wants no special preference.	The patient's name and location appear in regular video. No asterisk.	You <u>may</u> acknowledge that the patient is in the hospital, and give out the bed and phone number.	"Yes I have a patient listed by that name. The bed and phone number is..."
Alias Status	To be determined by Beaumont Security/Public Relations for patient/staff safety reasons, or for unusual circumstances.	The alias name appears in regular video	When there is any inquiry using the patient's legal name, state there is no person listed with that name.	I have no patient listed by that name."

General Information:

- A standard privacy status will be assigned to all patients unless otherwise requested.
 - Royal Oak Specific Exception: All patients assigned to the Psychiatric Unit are assigned Total Privacy.
- Patient Registration will program privacy status codes into the patient's data screen. These screens and codes may be accessed on the nursing unit's display terminal to make inquiries regarding patient information. See chart above for details.
- If a patient requests a change in their privacy status, notify Patient Registration. Should the patient and family disagree on the alias/privacy status, contact the Administrative Manager or Administrative Supervisor.
- For any patient at risk of physical harm, or when unusual circumstances exist (as determined by Security and/or Corporate Communications) an alias name will be assigned. The patient's medical record will remain under the legal name.
 - Note: All paperwork (face sheets) will be printed with the patient's legal name and placed in the patient's chart, or sent to the floor before the alias name is entered on the system. The link to the patient's legal name is the patient's ID number. Any portion of the chart printed after the alias name is entered on the system and prior to the patient's discharge will bear the alias name. Once the patient is discharged and the demographic screen is changed from alias name or legal name, copies of part or the entire chart will bear the patient's legal name. A patient's permanent medical record is retained in the patient's legal name.
- Any patient in the hospital under an alias name should have **TWO** armbands. One under the legal name and one under the alias name. Place both armbands on the same arm of the patient, preferably the right arm. This is for the safety of the patient, and to comply with the FDA standards in regards to the infusion of blood products.

Refer to Patient Care Corporate Manual, Policy #325. "Alias/Privacy Status Policy."
and Policy #325.1 "Ensuring Privacy Requests"

Corporate Clinical Assistant – Clerical Manual

Disclaimer : User must ensure that any printed copies of this policy/procedure are current by checking the policy/procedure web page before use.