

PROVINCIAL REGISTRATION STANDARD FOR UNIDENTIFIABLE PERSONS

Approved by the
Provincial Health Information Management Leadership Committee
2015-09-11
Effective immediately

Background

Variable registration practices exist regarding the registration process and data collected in regional Meditech systems for unidentifiable persons who present for care. The quality and consistency of this registration data impacts management of the person's health record and the information exchanged with the provincial Client Registry.

Purpose

This standard has been developed to standardize the data collected during the registration of unidentifiable persons. This will improve the consistency and accuracy of the information within the local Meditech system and the data shared with the provincial Client Registry. This will minimize the risk of duplicate records and erroneous patient/record identification once the identification of the person is established.

Registration Requirements

Prior to initiating a new registration in the Meditech system for an unidentifiable person, staff should do a look up in the system for any existing John/Jane Doe's. **Each John/Jane Doe registered should receive a new unit number.**

The following data fields are required as a minimum data set to save a registration record for an unidentified person in the Meditech systems of the regional health authorities. Where necessary, the applicable valid value is prescribed and noted below. Where a selection from a dictionary is required and will be dependent on the situation, the phrase 'dictionary selection' is noted for the field.

Data Field	Prescribed Value to record for an unidentifiable person
DEMOGRAPHIC INFORMATION SCREEN	
NAME	JOHN OR JANE DOE #1, #2 OR #3, etc #1 should be included even if there is no other John/Jane Doe registered at that time.
STREET 1	NO KNOWN ADDRESS
CITY	NO KNOWN ADDRESS
PROVINCE	NL
POSTAL CODE	Postal code of the facility
HOME PHONE	000-000-0000
REGISTRATION SUMMARY SCREEN	
REGISTRATION CATEGORY	Dictionary selection
DATE OF BIRTH	01/01/1850
SEX	Dictionary selection

DOCTOR AND LOCATION INFORMATION SCREEN	
ATTENDING PHYSICIAN	Dictionary selection
MEDITECH LOCATION	Dictionary selection
SERVICE DATE	Dictionary selection
SERVICE TIME	Dictionary selection
ADMITTING PHYSICIAN	Dictionary selection
SERVICE	Dictionary selection
ADMIT PRIORITY	Dictionary selection
REQUESTED WARD ACCOMMODATION	Dictionary selection
SMOKE/OBJECT/NEITHER	Dictionary selection
ROOM	Dictionary selection
ROOM RATE ACCOMMODATION	Dictionary selection

Questions regarding this standard can be directed to:

Clinical Standards and Information
 Data Quality and Standards Division
 Newfoundland and Labrador Centre for Health Information
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