

Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Policy & Procedure: Resident Identification	
Replaces Version Dated: 5/7/13	Effective Date: 10/1/13

A. Policy Statement:

1. Residents at MTCR have the right to personal privacy and to receive care in a safe setting. Accurate identification of residents is an important part of providing safe care.

B. Purpose:

1. To ensure there is a standard procedure for obtaining photo identification of each person on admission, its use during their stay, and its disposition at discharge.
2. To ensure that care and treatment are provided to the right resident.
3. To promote resident safety.

C. Procedures:

1. Upon admission, or as soon as possible thereafter, all residents shall be photographed for resident identification purposes.
2. Written consent to be photographed is not required. Residents will be informed that photographing them is intended to enhance safety and provide appropriate care and treatment, by ensuring proper identification of each resident.
3. If a resident refuses a photograph upon admission, nursing or staff shall photograph the resident as soon as possible after admission.
4. Photographs shall be attached to the MAR (Medication Administration Record), and the Elopement Form.
5. In the event of elopement, the resident's identification will be used to describe resident characteristics.
6. Upon discharge, the photograph will be filed in the medical record.