

Vermont Psychiatric Care Hospital Procedure	
Patient Identification	
Revised: X	Date: 04/07/14

1. Upon admission, or as soon as possible thereafter, all patients shall be photographed for patient identification purposes. No exceptions will be made.
2. Written consent to be photographed is not required. Patients will be informed that photographing them is intended to enhance safety and provide appropriate care and treatment by ensuring proper identification of each patient.
3. If a patient refuses a photograph upon admission, nursing or admissions staff shall photograph the patient as soon as possible after admission, or, if the patient continues to refuse, the photo may be taken while s/he is asleep.
4. Photos shall be attached to the nursing kardex, the Medication Administration Record (MAR) on the patient's unit, and the elopement form, which is stored in the Admissions office. A copy will also be filed in the medical record.
5. In the event of elopement, the patient identification will be used to describe patient characteristics.
6. Upon discharge, the photo will be filed in the medical record. The digital copy will be maintained for 10 years in accordance with the Records Disposition schedule.

Approved by VPCH Policy Committee	Approval Date: April 7, 2014
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