

**WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
HEALTH INFORMATION MANAGEMENT**

SUBJECT: NOTICE OF NAME CHANGE-ALIAS

Policy No: AM 2.0

EFFECTIVE DATE: 09/2023

REVIEWED/REVISED: 10/2024

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ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Purpose: To define the process and the associated operational requirements of issuing a patient alias.

Policy Statement: Weisman Children's Rehabilitation Hospital (WCRH) takes necessary precautions to protect the security and privacy of patients, visitors, and workforce members. WCRH shall provide an alias name for patients upon admission to WCRH when patient is listed as an alias from previous facility, patient or family request or upon the facility's determination of need for patient alias.

Procedure:

A. New Patient Admission

1. If admissions/registration become aware of security concerns prior to a new patient admission
 - a. Admissions will reach out to the parent(s) or legal guardian making them aware that the patient will be admitted under an alias.
 - b. The patient's pre-admission account shall be established in accordance with the patient's birth gender. The naming convention shall utilize the second letter of the patient's first and last names for initial identification. The account shall subsequently be renamed in alignment with the established naming grid, whereby the assigned first name is selected from the approved list, and the last name corresponds to a designated city or state. The patient's date of birth shall remain unchanged.
 - i. All patients, regardless of gender, shall be assigned a first name in accordance with the approved naming grid. The assigned first name shall correspond to the second letter of the patient's legal first name.
 - ii. The patient's last name shall be reassigned to reflect a United States city or state, as designated in the approved naming grid, based on the second letter of the patient's legal last name.
 1. Ex. Patient Legal Name: Walter White DOB 5/1/2020
Alias: Adam Harrisburg DOB 5/1/2020
 - c. Patient registration/admissions will reach out to the HIM Department to assigned an alias name that is available for use in accordance with the description listed above.

2. In order to avoid any future billing issues, the patient should be registered as followed:
 - a. The patients alias name should be entered into demographics section only. The guarantor and insurance info has the patient's legal name.
3. While patient is admitted two patient identifiers will be used
 - a. Name that appears on patient ID band which will be the alias name assigned
 - b. Date of Birth
4. Parent or legal guardian will sign the alias certification page confirming that they have been made aware of this change as well as the alias name that has been assigned.
5. Certification page will be scanned into EMR identifying the assigned alias name with the legal patient name.

B. Existing Patient

1. If a workforce team member becomes aware of a security concern during a patient's admission or outpatient encounter, he or she shall relay this information to the immediate supervisor and Unit Nurse Manager or designee then contact Admissions.
2. The supervisor (or designee) shall ensure that the appropriate department was notified of the security concern.
3. If the patient requests an alias and or security measures are indicated, social work, or designee will meet with the patient and/or family member to discuss security concerns.
4. If approved the name will be changed from legal name to alias name assigned in the EMR.
5. Certification page will be scanned into EMR identifying the assigned alias name with the legal patient name

C. Return Transfer

1. If the patient returns to WCRH and was previous listed as an alias, the patient should be entered with the previously assigned alias.
2. If the patient returns to (WCRH) and was previously admitted under their legal name the patient should be assigned an alias in accordance with our policy and previous admission will be linked
3. Certification page will be scanned into EMR identifying the assigned alias name with the legal patient name.

D. Releasing PHI for Alias Patient

1. Certification page identifying the assigned alias name with the legal patient name will be the cover page for all records released including but not limited to:
 - i. Transfers
 - ii. Insurance requests
 - iii. Continued care requests

- iv. Legal requests
- v. Government agencies
- vi. Patient/ Guardian requests

E. Notification of Alias Patient

1. HIM will send out electronic notification to admissions and department heads via email (wcrhadmissionsconfirmation@weismanchildrens.com Deptheads@weismanchildrens.com) informing them of admitted alias patient.
2. Social work will inform Security of admitted alias patient