Section 9 Policies Subject 9.2 Patient Records **Policy 9.2.21 Unit History Number Assignment**	06/28/06 -Originated 11/03/11 -Reviewed w/ changes -Reviewed w/o changes 11/30/11 - Effective Health Information Management -Author

Unit History Number Assignment

Definitions

Unit History Number (UH#) (Also known as Medical Record Number): Six digit number with an alpha suffix assigned to UTMB patients during their first visit to UTMB. Each patient is to receive one number and this number is to be used each time the patient has an encounter with UTMB. (UH#s are not assigned to specimens).

Master Patient Index (MPI): File of all patients who have received services at UTMB. It contains basic patient demographic information and the patent's Unit History Number. It is key to locating patient medical record information. It is not an index of legal identities but is an index of all identities used by patients.

Primary Name: the name the patient is currently using or the name required by the patient's health insurance carrier.

Alias Name: the name(s) previously used by or assigned to a patient (e.g. maiden name, nickname, misspelled name accidentally entered into the PIDX, or trauma name).

Policy

The UH# is the critical link between a patient and the patient's medical records. All UTMB staff responsible for patient registration must ensure that each patient receiving services at UTMB is assigned only one unique permanent UH#. The correct assignment of a new UH# and retrieval of an existing UH# is critical to continuity of patient care. In addition, maintaining one unique UH# for a patient prevents the unnecessary duplication of clinical tests.

Procedures

The Invision System's PIDX is to be used to determine if the patient has been added to the PIDX, or added to the PIDX and issued a permanent unit history number.

Before assigning a new number to a patient, an exhaustive search of the PIDX should occur. Tips for a thorough search can found at http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP_053537

Note: In accordance with IHOP Policy, 6.2.34 Use and Disclosure of Social Security Numbers (SSNs), patients with prior UTMB history

Procedures, continued

for whom information cannot be located may be asked to provide a social security number. (This type of identifier can also ensure correct location of a patient if multiple patients with the same name exist in the MPI).

If a patient cannot be located in the PIDX, then the MYUTMB EPI and/or Epic should be searched to access a larger candidate list.

When the patient is located in the PIDX, EPI or Epic select the patient and proceed with whatever process is required (e.g. registering the patient, issuing a UH number or scheduling an appointment).

Before issuing a UH number, if the patient has a previously assigned entry in the PIDX, that PIDX must be selected and updated with current patient information. At this time a permanent UH number can be assigned.

If after a thorough search, the patient is not located in the PIDX, EPI or Epic, as defined above, the patient's demographic information is entered into the PIDX.

All names used by a patient should be entered into the MPI. Usually the name predominately used by the patient is entered as the primary name. Maiden names and nick names are entered as alias names. If a patient prefers to use his/her middle name as their first name, this isentered as an alias name (middle name as their first name and their first name as their middle name).

If for billing purposes a particular version of a patient's name is required, enter that name as the primary name and all other names used by the patient as alias names.

If unsure which name to enter as the primary name, choose in this order:

a. The name as it is recorded with the patient's insurance carrier (since some third party payers will not pay a claim if the name appears differently). However, if the insurance carrier has the patient's name listed with a hyphen, dash or other symbol, do not add these symbols to the PIDX.
b. The name as it appears on the photo identification provided by the patient
c. The name the patient prefers

Procedures, continued

The information must be carefully entered so that the patient can be located in the MPI for future encounters.

When the patient actually presents at UTMB for the first time, a UH number is assigned. UH numbers are ONLY assigned when the patient presents for care, not prior to an encounter. Only HIM can make exceptions to this process.

If a patient's name changes, make the change by following the guidelines in IHOP Policy 9.13.10 *Changing Patient Identifiers*
In limited circumstances requiring the confidentiality of a patient's identity, the patient may be registered/admitted under a fictitious name, in accordance with the IHOP Policy 9.13.10 *Changing Patient Identifiers*

The Health Information Management (HIM) Department's MPI Coordinator should be contacted if a patient is found to have one of the following:

- Two unique permanent UH numbers, or
- One unique permanent UH number and a PIDX entry (without UH number assigned).

The HIM MPI Coordinator will determine which UH number to use and where to attach any appointments, cases, or accounts. One of the UH numbers will be scheduled for deletion (HIM will determine which number will be deleted), medical records combined if necessary, and appropriate personnel notified of changes.

Downtime Operations

When Invision is down/unavailable, MyUTMB's EPI and/or Epic should be searched to retrieve a patient's UH number.

If a patient cannot be located in the EPI or Epic, HIM is to be contacted. The caller must be prepared to provide HIM with the patient information described at
http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP_053537

HIM will either retrieve an existing UH number from MPI sources available only to HIM (Echo reports and a downtime PC) or will issue the next available new downtime UH number.

Once Invision is operational, the registration personnel are responsible for updating and/or loading patient information into Invision.

Downtime Operations

Any questions regarding the MPI should be directed to HIM.

References

IHOP Policy 9.13.10, Changing Patient Identifiers