

**How to change an inpatient's name, sex and/or date of birth**

**Scenario:** Patient admitted with incorrect name, sex and/or date of birth.

<b>Step</b>	<b>Responsible Party</b>	<b>Steps</b>
1	User who discovers error	Email ( <a href="mailto:HIMRegistrationAssistance@utmb.edu">HIMRegistrationAssistance@utmb.edu</a> ) and call HIM (x21744), with the requested change information and a brief explanation of the scenario.
2	HIM	HIM adds FYI Flag in Epic and a comment (explaining the reason for change) in Invision PIDX.
3		Email and call Blood Bank for approval to proceed. - If request is denied, Nurse Manager/Clinical Operations Administrator makes the final decision.
4		HIM & Nurse Manager/Designee identify physician & nurse responsible for completion of procedures.
5		HIM notifies group that the name will change.
6		Remove PIDX comment in Invision and FYI flag in Epic.
7	Ancillary & Billing	Update systems and follow internal procedures.
8	Nurse Mgr or Designee	Reprint armband, labels, lab requests, and other material with the correct name.
9	Providers	Enter appropriate orders if applicable.
10	Providers, Nurse Mgr or Designee and Ancillary areas	For accuracy, review all information including orders to ensure the requested change field was correctly changed on paper and EMR.