

**How to change a patient's legal name to a fictitious name**

**Scenario:** Circumstances requiring the confidentiality of a patient's identity.

<b>Step</b>	<b>Responsible Party</b>	<b>Steps</b>
1	User notified of the change request from patient.	Email <a href="mailto:HIMRegistrationAssistance@utmb.edu">HIMRegistrationAssistance@utmb.edu</a> and call HIM 409-772-21744, with the requested to change the information and a brief explanation of the scenario.
2		<p>Conducts a thorough search of the Enterprise Master Patient Index (EMPI) at registration to determine if patient has an existing medical record number.</p> <ul style="list-style-type: none"> <li>• If the patient does have an existing medical record number, the fictitious name the patient is being registered with is added to the EMPI as the primary name (patient's real identity then becomes an alias name)</li> <li>• If the patient does not have an existing medical record number, a number is assigned with the fictitious name entered as the primary name.</li> </ul>
3	HIM	If patient has an existing medical record number, HIM will remove any all alias name(s) from EMPI Epic system (Note: alias name(s) are the patient's real identity).
4	HIM	<p>If patient was registered with an existing MRN, after discharge, HIM makes changes to the EMPI and add a coversheet to the paper medical record to be scan into the Epic EMR.</p> <p>If patient was registered with a new MRN, merge with existing MRN.</p>