Name of Policy:	**Confidential Patients**	THE UNIVERSITY OF TOLEDO **MEDICAL CENTER**
Policy Number:	3364-100-01-13	
Department:	Hospital Administration	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chief Nursing Officer and Chief Operating Officer	
Scope:	The University of Toledo Medical Center	**Effective Date:** 5/1/2020 Initial Effective Date: 7/1/1998

	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A)   Policy Statement

Patients with documented, life-threatening security concerns or who request to be confidential will be registered as "NIA".

(B)   Purpose of Policy

Circumstances may exist whereby it is necessary to safeguard a patient by using confidential status or when patients request to be confidential during his/her episode of care.

(C)   Procedure

1.   The patient will be registered as an "NIA" patient type when the patient care unit and HSC Security agree that there is a life-threatening situation in which the patient's or staff's safety can be best protected by the use of confidential status or when the patient requests to be confidential.

2.   Under no circumstance will the patient be given an alias name. As a confidential patient, no information will be given to callers. The facility will not acknowledge that the patient is present to any callers, including those claiming to be family members.

Approved by:		**Review/Revision Date:** 6/18/01 4/30/04 5/9/07 8/1/2008 5/18/2011 5/1/2014 5/1/2017 5/1/2020
/s/ Richard P. Swaine, CPA Chief Executive Officer – UTMC	05/01/2020 Date	
Review/Revision Completed By: *HAS* *Admitting/Patient Registration* *Nursing* *Privacy Office* *Health Information Management* *HSC Security*		**Next Review Date:** 5/1/2023
Policies Superseded by This Policy: 7-01-13 - Patients Using An Alias Name		