

## STANDARD WORK: PATIENT NAMES AND SOGI DEMOGRAPHICS

### NAMES

Patient names must be entered in eCW using the patient's full legal name. Scan the legal document used to change their name into eCW under the folder **PATIENT DOCUMENTS**. Patients should call 231-935-6355 to update their name with Munson medical records.

1. Punctuation is not to be used anywhere in the spelling of the name
  - a. Remove apostrophes. Example: OCONNOR not O'CONNOR
  - b. Remove hyphens. Example: SMITHJONES not SMITH-JONES
  - c. Remove spaces within names. Example: MCCARTHY not MC CARTHY
2. SAINT is spelled out (even if the driver's license says St.). Example: SAINTGEORGE not ST. GEORGE
3. No entitlements (Jr., Sr., I, II, III) are entered in the patient's name. These should be entered in the SUFFIX box.
  - a. Do not enter credentials (MD, DO, PA, NP etc).

#### **Acceptable forms of legal documentation for name changes:**

**\*\*Never change a patient's name based on their insurance card.**

Preferred source of documentation:

1. Driver's license

Acceptable:

1. Birth certificate
2. Court document
3. Marriage/divorce certificate
4. Passport
5. Social security card

**Enter previous last names in the PREVIOUS NAME space.**

**If patient prefers to be addressed by something other than their legal name, enter it in the NAME TO USE**

Patient Information ZZZTEST, Courtney Sep 4, 1992 (33 yo F) Acc			
Account No	1025358	Prefix	▼
Last Name*	Zzztest	Suffix	▼
First Name*	Courtney	MI	
Previous Name			
Name to Use			

space.

**SOGI Demographics**

**SOGI stands for sexual orientation and gender identity. This information is voluntary and is not required to be filled out by patients. However, this section should be completed by patients when their gender identity does not match their sex assigned at birth.**