

LAC+USC MEDICAL CENTER POLICY

Subject: HEALTH/MEDICAL RECORD UNIT NUMBER (MRUN)		Original Issue Date: 5/21/80	Policy # 401
		Supersedes: 5/9/17	Effective Date: 11/21/22
Departments Consulted: Health Information Management Patient Access Center Health Information Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer	

PURPOSE

To properly identify each patient with a unique identifier.

POLICY

All patients/clients receiving care in the LAC+USC Medical Center shall be issued a unique Medical Record Unit Number (MRUN). The MRUN shall be retained and used for all subsequent encounters to ensure correct identification of the patient.

PROCEDURE

Medical Record Unit Number Issuance Criteria:

- Patients referred for treatment by city, county, or state facilities shall receive an MRUN (i.e., law enforcement, detention facilities, state hospitals, comprehensive health centers, and other County facilities).
- Employees, contract workers, volunteers, and other affiliated health care workers shall be issued an MRUN upon referral from Human Resources.
- All patients entering the LAC+USC Medical Center for care shall have demographic information obtained and updated by appropriate staff.
- MRUNs shall be automatically issued from the hospital electronic health record system (ORCHID) and a patient arm band and labels shall be generated for identification.
- During computer downtime, MRUNs shall be manually issued and staff will generate a patient arm band and write identification on paper documents.
- Alias name assignments shall be made for unidentified patients pending positive identification.
- Alias name assignments shall be made for high profile patients for confidentiality purposes.
- Correction/adjustment of any erroneous patient information shall be made to ensure accurate patient identification.
- For Duplicate Medical Record Numbers requiring merging, the escalation of Enterprise Help Desk tickets shall ensure those are addressed by the Health Information Management department.

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	Chief Executive Officer's Initials: Initials on File	

RESPONSIBILITY

Patient Access Center
Nursing Services and Education
Health Information Management
Attending Staff
Residents
Allied Health Professionals

PROCEDURE DOCUMENTATION

Patient Financial Services Policy and Procedure Manual
Health Information Management Policy and Procedure Manual

REFERENCES

Code of Federal Regulations, Title 45, Parts 160 and 164
California Code of Regulations, Title 22, Section 70749
California Association of Hospital and Health Systems Consent Manual,
Chapter 20 - The Medical Record
Joint Commission Standards (Management of Information)

REVISION DATES

December 16, 1994; October 20, 1998; April 9, 2002, April 19, 2005; October 3, 2008;
November 12, 2013; May 9, 2017, November 21, 2022