

\_\_\_\_\_ COUNTY PUBLIC HEALTH DEPARTMENT  
**PATIENT PHOTO IDENTIFICATION POLICY**

**Policy**

It shall be the policy of the \_\_\_\_\_ County Public Health Department to provide photo identification cards to the patients of the Health Department to assure the provision of quality and efficient medical services through proper identification.

**Procedures**

Photo identification will be made for all patients receiving clinical services.

Patients shall not be denied services due to refusal to have a photo identification card made.

The \_\_\_\_\_ County Public Health Department identification card will include the patient's photo, name, date of birth, and patient record number.

All patients will be informed to bring photo identification card to each visit at the Health Department.

A copy of the photo identification card will be placed in the patient's designated record set, and all names used by the patient will be written on the photo copy.

Children's photo identification card will be updated periodically to ensure identity during growth.

At each clinical visit, a comparison of the photo in the patient's designated record set will be made. If photo is different, patient will be routed to a supervisor or clinical director where determination will be made to create a new designated record set.

The initial photo identification card will be made available at no cost to the patient. A nominal fee, based on costs, will be charged for replacement in the event the patient loses his/her card.