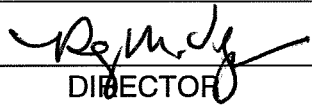


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Photo Identification of Consumers	POLICY NO: AD-CL-06	Page 1 of 1
RESPONSIBILITY: All Program		
APPROVED BY:  DIRECTOR	EFFECTIVE: NOV 16 2018	
	LAST REVIEWED/REVISED:	

PURPOSE:

To prevent fraudulent access to healthcare and to positively identify each consumer prior to dispensing medications or providing treatment at GBHWC.

POLICY:

- A. GBHWC shall verify patient identity at point of registration and thereafter, prior to provision of services, such as medication administration, medication dispensing and or therapy.
- B. Consumers who are seen at any GBHWC facility will be asked to produce one form of photo identification issued by local, state or federal government agency (e.g., passport/driver license/military ID/Guam ID).
- C. In addition, for consumer safety purposes, Registration staff will be taking the new consumer's photo to be uploaded to the electronic medical record. The photo will be stored in AWARDS medical records file to identify consumer in their next visit or when getting controlled medications.
- D. All consumers shall be asked to provide a valid ID when picking up controlled medications, and/or provide an authorization letter for their designated representatives with a valid ID when picking up medication.

PROCEDURE: When a consumer checks into any GBHWC facility for a first visit;

1. Request that they produce one of the forms of identification listed in the policy statement. Make a photocopy and return the original to the patient.
2. Get consumer consent when taking a photo to be uploaded to the electronic medical record (AWARDS).
3. When a consumer is under 18 and does not have identification or if consumer is unable due to their condition to produce identification, a responsible parent, guardian or spouse will be asked to produce identification as the person financially responsible.
4. No one will be refused care or medication because they do not, at that moment, have acceptable identification with them. Consumers will be asked to bring appropriate documents to their next visit. We will make reasonable effort to accommodate that rare occasion when a consumer cannot produce acceptable documents.
5. On subsequent visits, access the photocopy or the electronic copy to verify that the patient is indeed legitimate.
6. If you suspect fraudulent activity, you must immediately notify: (a) your supervisor; (b) The office Corporate Compliance & Ethic

RECEIVED BY
GUAM BEHAVIORAL HEALTH

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION

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OCT -8 PM 2:10
28

HEALTH & WELLNESS

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy and Procedure

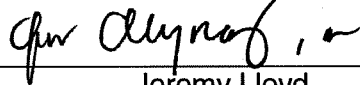


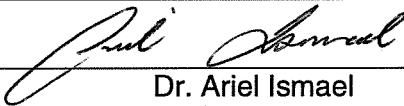

Submitted by: Cydsel Toledo


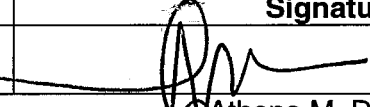
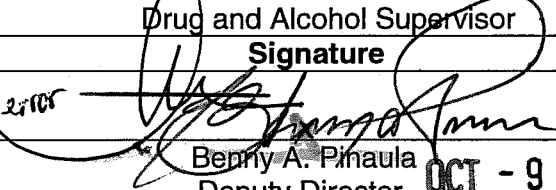
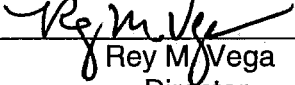
Protocol/Form

Policy No: AD-CL-06

Bylaws

Title: Photo Identification of Consumers

Reviewed/Endorsed Title	Date	Signature
	8/28/18	
	Name Title	Jeremy Lloyd Acting Nurse Administrator
Reviewed/Endorsed Title	Date	Signature
	9.4.18	
	Name Title	Annie Unpingco CASD Administrator
Reviewed/Endorsed Title	Date	Signature
	Name Title	Zenaida Lebita Chief Pharmacist
Reviewed/Endorsed Title	Date	Signature
	8/22/18	
	Name Title	Cydsel Toledo Quality Improvement Coordinator
Reviewed/Endorsed Title	Date	Signature
	8/28/18	
	Name Title	Dr. Ariel Ismael Medical Director
Reviewed/Endorsed Title	Date	Signature
	9/26/18	
	Name Title	Reina Sanchez Clinical Administrator

Reviewed/Endorsed	Date	Signature
Title	1	
	Name Title	Shermalin Pineda Residential Program Manager
	10/21/18	
Reviewed/Endorsed	Date	Signature
Title	10.3.18	
	Name Title	Athena M. Duenas Drug and Alcohol Supervisor
Reviewed/Endorsed	Date	Signature
Title	9-28-18 2/10/18	
	Name Title	Benny A. Pinaula Deputy Director
		OCT - 9 2018
Reviewed/Endorsed	Date	Signature
Title	NOV 16 2018	
	Name Title	Rey M. Vega Director