**Purpose:**

To describe the procedure for order entry and resulting for patients whose identity has not been confirmed or need to stay anonymous. These patients are registered as “Doe” patients.

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| **Step** | **Action** | **Related Documents** |
| 1 | When a patient cannot be identified or the patient needs to stay anonymous, they are given a pseudo-name consisting of Last name Doe. Epic will generate the patient a first name and middle initials, assigned in a rotating sequence.* The Doe patient will be issued a new MRN.
* The pretransfusion sample may be labeled with this pseudo-Doe name.
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| 2 | Enter or receive the order into Sunquest, using the Doe name and MRN (HID H)* Under order comments type in “Sample labelled Doe, XXX”
* Perform applicable testing on the sample.
 | Sunquest: Order Entry Process |
| 3 | Once the patient has been identified, the Doe records will be merged to the actual patient’s name.* If the patient has a previous MRN in the system, the new MRN will be merged into the previous HID but can still be found by Epic search.
* If the patient has no previous MRN in the system, the actual name will be merged to the new MRN.
* Request a new sample once the patient has been identified.
	+ Add BBCS comment “Notified *\_\_\_\_\_* of name change, Location, Time, Date, Tech ID” after updating sample expiration.
	+ If there is a current in date sample, update the expiration date in Sunquest Blood Order Processing to the current date.
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| 4 | Blood products labeled with the Doe Name and new MRN may be transfused, even after the patient has been identified, provided the Doe armband has not been removed from the patient.* However, if the Doe armband has been removed, a new Type and Screen sample must be drawn with the new name and MRN, and all testing repeated.
* All allocated products under the Doe identity must be released from allocation. Units issued to portable fridge must be returned and reissued under the new name and MRN (HID H).
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| 5 | When new sample with updated patient demographics is received* If there is a current in date sample, go to Sunquest Blood Order Processing and verify the expiration of the Doe sample has been updated to the current date.
* Add BBC comment to new sample “Confirmation sample for name change”
 | SQ BOP Test Result Guide |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition. AABB Press, Bethesda, MD