



Policy Name PRIVATE RESIDENT STATUS	Policy Number: 0920
	Effective Date: January 14, 1999
Approved By: Resource Management Committee	Date Revised: September 17, 2012
Classification: Governance and Administration	Page No: Page 1 of 1

POLICY

All Resident/families will be asked at admission if they wish to have their presence at Agapé Hospice kept “Private”. If the Resident/family chooses “private” status, they would be informed that this means complete anonymity. The Resident would be identified in the patient record book and whiteboard; however, they would not be on phone directory or be able to receive phone calls, mail, flowers or deliveries. Telephone inquiries about the Resident would be responded to as: “We have no information on that person.”

PROCEDURE

At admission, the care giver will ask the Resident if he/she desires “private” status and will explain how private status would be maintained. The caregiver will mark in the appropriate box in Section 1 of the “Resident Information and Admission Assessment” form. Information for Residents and families in regards to private Resident status is included in the admission package.

Residents desiring “private” status will:

- have a sticker marked “Private” placed on the spine of his/her chart;
- “Private Status” instead of the Resident’s name will be placed on the whiteboard, Doctors’ Report Sheet, Interdisciplinary Round Sheets, Unit Clerk Resident Room List and any other documentation that is deemed appropriate.
- The Director of Resident Care/Clinical Care Coordinator or designate will assign a pseudonym to be used as an identifier for correspondence, communication and inquiries with approved individuals for the duration of the Resident’s stay.
- Any visitations (not including RNs and RAs) must be approved by the Resident or Health Advocate.

CROSS REFERENCE

[Policy # 0921](#) – Confidentiality

[Resident Information and Admission Assessment Form](#)