FYI Patient Name in Epic

Policy: Reminder

It is the policy of Upstate Medical University to ensure standard formatting is used when entering patient names in Epic. Standard formatting prevents both the duplication of patient medical records, and the negative impact of patient care.

The Name Standardization procedures will be followed for both patients that are new to Upstate Medical University, and/or those patients returning for services.

Registration Procedures: For Legal Name Fields

Punctuation and Special Characters are never allowed when entering a person's name in Epic

The following punctuation is never allowed when entering a person's name in the Hospital Information System databases:

- **Period** (Ex: St. James should read: Stjames) with no space where the period would have been.

- **Apostrophe** (Ex: O'Dann should read: Odann) with no space where the apostrophe would have been.

- **Hyphen** (Ex: Smith-Jones should read: Smithjones. Mary Ann should read: Maryann) with no space where the hyphen or space would have been.

- **Accent Marks** (Ex: Cheré should read: Chere) with no accent marks added.