

CHAPTER 21

Embossing/Addressograph Card

I. POLICY

Health Record Services (HRS) shall ensure that each document in the unit health record (UHR) is accurately identified with the patient's name, California Department of Corrections (CDC) number, and date of birth (DOB). HRS shall utilize a patient card embossing system to make addressograph cards to enable all health care staff to imprint each health record document with a clear, clean impression of consistent and accurate identifiers. The addressograph card shall be initiated at the time of the patient's admission to CDC and at any time when a card is not available. The addressograph card shall be incorporated and retained in the UHR in the pocket provided on the folder. The addressograph card shall accompany the patient, filed in the UHR, as the patient moves within the CDC system. HRS shall ensure that imprinters are available at each patient care area to facilitate the accurate identification of documents generated. Health care staff shall use the addressograph cards to accurately identify all health record documents.

II. PROCEDURE

A. Health record staff shall:

1. Establish preset margins within the Embosser (machine) to accommodate the imprinters.
2. Establish preset spacing for patient identifiers: patient name; CDC number; and DOB.
3. Initiate the patient card embossing system to prepare the addressograph card.
4. Prepare an addressograph card:
 - a. At the time of the patient's admission to CDC.
 - b. Whenever a card is needed.
5. Use the patient identification information provided on the transportation (bus) manifest, Daily Movement Sheets, or the Distribution Data Processing System (DDPS) information.
6. Emboss the name of the patient. Verify the accurate spelling of the name with the name embossed on the card.
7. Emboss the patient's CDC number. Health record staff shall verify the accurate CDC number with the number embossed on the card.
8. Emboss the patient's date of birth. Health record staff shall verify the accuracy of the DOB with the information embossed on the card. Do not emboss the name of your institution on the card.
9. Insert the completed addressograph card into the pocket provided on the inside back cover of the UHR folder.
10. Verify that an addressograph card is in the UHR each time the record is retrieved for authorized users.
11. Imprint the patient identifiers on documents filed within the UHRs.

12. Verify that an addressograph card is in the UHR at the time of record transfer to another institution or to another storage area.
13. Prepare an addressograph card as needed.
14. Order and maintain an adequate supply of blank addressograph cards. Ensure that sufficient time is allotted for an order of cards to arrive when the existing supply is exhausted.