The Hospital needs a registration system, which will utilize a central patient registration database that contains basic information on each patient. The patient registration database will serve as a Master Patient Index; it will support all other systems in patient identification. The main key of the patient record will be the mandatory identification card number, which is issued by the department of central statistics at the ministry of interior. The system should allow the search of a patient record by using any combination of fields.

The patient registration module is required by the Ministry of Public Health, where the patient identification is crucial for assessing eligibility as well as accessing the correct records in a multitude of settings.

The system must facilitate patient demographic and treatment data capture and provide the hospital with the ability to create and maintain a logical lifetime medical record for each patient. The system must have proven safeguards and mechanisms which protect the system from duplication of patient data or the linking of erroneous data with a patient.

The following has been extracted from a recent RFP. I've included it here for your reference. It may prove useful for anyone preparing such a document. Please feel free to comment on this list, and propose any items that you think should have been included in this list.

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Support creation for MPI; The MPI should have a capacity of at least 16 digits, including numbers and characters.</td>
</tr>
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</table>

<table>
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<th>General</th>
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The Hospital needs a registration system, which will utilize a central patient registration database that contains basic information on each patient. The patient registration database will serve as a Master Patient Index; it will support all other systems in patient identification. The main key of the patient record will be the mandatory identification card number, which is issued by the department of central statistics at the ministry of interior. The system should allow the search of a patient record by using any combination of fields.
Retrieve patient's demographic data from most recent visit.

Assign a unique medical record number and a visit sub-number.

Make patients data available to all hospital departments.

User modifiable registration process according to the needs of the hospital.

Support temporary numbering, to become later on a permanent number, with the possibility to merge with previous data.

Record other miscellaneous numbers (ex: passport, ID card number) for the patient.

Ability to show patient status as deceased, and possibility to reverse.

Ability to show patient status as deceased, and possibility to reverse.

Provide facility to merge patient records in the event of duplication.

Patient demographic data to include: Patient last, first and middle name, as well as aliases.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>15</td>
<td>Patient demographic data to include: Father's name</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Patient demographic data to include: Social security number (Any other Ministry of Health or national number, ID number)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Patient demographic data to include: Street address, city, kaza, muhafaza, country of residence (Formatted address)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Patient demographic data to include: Telephone, cellular phone, email</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Patient demographic data to include: Date of birth</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Patient demographic data to include: Sex</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Patient demographic data to include: Marital status</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Patient demographic data to include: Religion, sect</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Patient demographic data to include: Employer name and address</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Patient demographic data to include: Occupation</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Patient demographic data to include: Emergency contact name</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Patient demographic data to include: Emergency contact address and phone number</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Patient demographic data to include: Emergency contact relation</td>
<td></td>
</tr>
</tbody>
</table>

...
at least two Next of Kin	</td>
</tr>
</table>
</div>

### Patient guarantor data includes:

- Name:

### Patient guarantor data includes:

- Address and phone number:

### Referring doctor or institution:

### Referrer contact address, telephone number:

### Ability to maintain a history of patient visits to the hospital:

### Ability to maintain history of changes and updates to the MPI data for a patient:

### Generate new patient numbers, with possibility of manual override:

### Generate a sub-number for each visit:

### Provide information about last update to a patient file:

### Print patient labels containing basic information demographic data:

### Support bar coded labels with patient name, ID number, consultant and birth date:

### Restrict patient registration to specific users (e.g., VIP patients):

### Assign confidential status to a patient:
### Registration Categories

| **42** | Error corrections resulting from mishandling |
| **43** | Support registration and identification for RIS / PACS |
| **44** | Support Registration for Inpatients (details in Inpatient module) |
| **45** | Support Registration for Outpatients (details in Outpatient module) |

### Emergency Room Registration

| **46** | ER patient pre-registration and registration |
| **47** | Cancel patient activities and adjust statistics |
| **48** | Edit and view ER patient data |
| **49** | ER reports |
| **50** | Automatic transfer of a patient’s demographic and insurance data to inpatient or observation status |

### Surgical Day Care Registration

| **51** | Surgical Day Care schedule, pre-registration, and registration |
| **52** | Cancel patient reservation, activities and adjust statistics |

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Error corrections resulting from mishandling

Support registration and identification for RIS / PACS

Support Registration for Inpatients (details in Inpatient module)

Support Registration for Outpatients (details in Outpatient module)

ER patient pre-registration and registration

Cancel patient activities and adjust statistics

Edit and view ER patient data

ER reports

Automatic transfer of a patient’s demographic and insurance data to inpatient or observation status

Surgical Day Care schedule, pre-registration, and registration

Cancel patient reservation, activities and adjust statistics
Patient Registration System

Written by Dr. Hazem El-Oraby
Saturday, 22 December 2007 22:44 - Last Updated Tuesday, 28 October 2008 01:45

The registration of observation patients, allowing the hospital to assign a room and bed to non-inpatients. The system should collect and update demographic and insurance data for these patients; With the possibility of changing inpatients to observation patients and vice versa.

Observation Patient admission and discharge.

Cancel patient activities and adjust statistics.

Change observation patient to inpatient.

Change inpatient to observation patient.

View and print patient information.

Observation patient census report.

Carry out patient search on all the patient data held in the patient file.

View and print patient information.

Observation patient census report.

Easy Patient Index search, using soundex facility.

Support transliterated Arabic names (ex: Mohammed, Mohamad, Muhamed).

Observation Patient admission and discharge.

Cancel patient activities and adjust statistics.

Change observation patient to inpatient.

Change inpatient to observation patient.

View and print patient information.

Observation patient census report.

Carry out patient search on all the patient data held in the patient file.

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View and print patient information.

Observation patient census report.

Easy Patient Index search, using soundex facility.

Support transliterated Arabic names (ex: Mohammed, Mohamad, Muhamed).
The MPI will be tightly coupled to Web based electronic patient record, so that all relevant patient data will be correctly filed.