



### III. PROCEDURE

1. A photograph of the consumers face is taken during the admission process for the purpose of identification. This photograph is attached to the MR 181 and kept in the MAR book during the patient's stay. After the patient is discharged, the form is kept in the medical record.
2. If a patient is admitted to NNAMHS with bruises, scars, wounds or other marks, which are deemed unnatural, the employee conducting the admission assessment will notify the Registered Nurse.
3. The Registered Nurse will notify the O.D. and obtain a physician's order to take medical photographs.
4. All medical photographs taken will be labeled with the consumers name, body area photographed, date and time photograph taken and name of staff who took the photograph. Medical photographs of a consumers face are to be taken only when bruises or wounds appear on the patient's face.
5. An entry will be made in the progress notes briefly describing the bruise, scar, wound and the fact that the photographs were taken, including date and time.
6. The labeled photographs will be placed in an envelope that has been addressographed with the consumer's name. The envelope is to be placed in the legal/consent section of the patient's medical record, and the pictures become a part of the medical record.
7. The camera is kept on the Psychiatric Observation Unit nursing station. The images are transferred to the unit computer for the purpose of printing only. When printing is complete the images are deleted Not Saved on the computer. A back up Polaroid camera is secured in the RN III office and available if the unit camera is not operating.
8. If the patient refuses to be photographed, document the refusal in the medical record and describe the bruises, scars, etc. in detail.