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# Given name(s)

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**Important note: This is an archived metadata standard from the AIHW Knowledgebase. For current metadata standards and related information please access METeOR, the AIHW's Metadata Online Registry at <http://meteor.aihw.gov.au>**

## *Identifying and Definitional Attributes*

Data Dictionary: NHDD  
Knowledgebase ID: 000782                      Version number: 1  
Metadata type: DATA ELEMENT  
Registration Authority: NHIMG                      Admin status: SUPERSEDED  
Effective date: 01-SEP-03  
Definition: The person's identifying name(s) within the family group or by which the person is socially identified.  
Context:

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## *Relational and Representational Attributes*

Datatype: Alphabetic  
Representational form: TEXT  
Representation layout: A(40)  
Minimum Size: 0  
Maximum Size: 40  
Data Domain: NOVAL      Text  
Guide For Use: Health care establishments may record given names (first and other given names) in one field or several fields. This data element definition applies regardless of the format of data recording.  
  
A full history of names is to be retained.  
Collection Methods: Given name(s) should be recorded in the format preferred by the person. The format should be the same as that written by the person on a (pre-) registration form or in the same format as that printed on an identification card, such as Medicare card, to ensure consistent collection of name data. It is acknowledged that some people use more than one given name (e.g. formal name, birth name, nickname or shortened name, or tribal name) depending on the circumstances. A person is able to change his or her name by usage in all States and Territories of Australia with the exception of Western Australia, where a person may change his or her name

under the Change of Name Act. A person should generally be registered using their preferred name as it is more likely to be used in common usage and on subsequent visits to the health care establishment. The person's preferred name may in fact be their legal (or Medicare card) Name. The Name type data element can be used to distinguish between the different types of names that may be used by the person.

The following format may assist with data collection:

What is the given name you would like to be known by?

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Are you known by any other given names that you would like recorded? If so, what are they?

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Please indicate the type of given name that is to be recorded:

- (a) Medicare card name (if different to preferred name).
- (b) Alias (any other name that you are known by).

Do not delete or overwrite a previous given name:

Whenever a person informs the establishment of a change of given name (e.g. prefers to be known by their middle name), the former name should be recorded according to the appropriate Name type. Example - Georgina Smith informs the hospital that she prefers to be known as 'Georgina'. Record 'Georgina' as her preferred given name and record 'Mary' as the Medicare card given name.

Example - The establishment is informed that 'Baby of Louise Jones' has been named 'Mary Jones'. Retain 'Baby of Louise' as the newborn name and also record 'Mary' as the preferred given name.

Registering an unidentified health care client:

If the person is a health care client and her/his given name is not known record 'Unknown' in the Given name field and use alias name type. When the person's name becomes known, add the actual name as preferred name type (or other as appropriate). Do not delete or overwrite the alias name of 'Unknown'.

Use of first initial:

If the person's given name is not known, but the first letter (initial) of the given name is known, record the first letter in the (preferred) Given name field. Do not record a full stop following the initial.

Persons with only one name:

Some people do not have a family name and a given name: they have only one name by which they are known. If the person has only one name, record it in the Family name field and leave the

Given name blank.

Multiple given names (middle, second, third etc names):

All of the person's given names should be recorded in the Given name field, leaving a space between each name.

Record complete information:

If the person has many given names and all of them cannot fit in the field, record as many names in full as possible, in preference to recording initials.

Shortened or alternate first given name:

If the person uses a shortened version or an alternate version of their first given name, record their preferred name, the actual name as their Medicare card name and any alternative versions as alias names as appropriate.

Example - The person's given name is Jennifer but she prefers to be called Jenny. Record 'Jenny' as the preferred Given name and 'Jennifer' as her Medicare card name.

Example - The person's given name is Giovanni but he prefers to be called John. Record 'John' as the preferred Given name and 'Giovanni' as the Medicare card name.

Punctuation:

If special characters form part of the given names they shall be included.

-hyphen (eg. Anne-Maree, Mary-Jane)

Hyphenated names shall be entered with the hyphen. Do not leave a space before or after the hyphen, i.e. between last letter of 'Anne' and the hyphen, nor a space between the hyphen and the first letter of 'Maree'.

-spaces e.g. Jean Claude

If the person has recorded a given name as more than one word, displaying spaces in between the words, record their given names in data collection systems in the same way. e.g. Oscar Peter, Wendy Hilda

Leave a single space between the person's first name and each of their middle names.

Registering an unnamed newborn baby:

An unnamed (newborn) baby is to be registered using the mother's given name in conjunction with the prefix 'Baby of' . For example, if the baby's mother's Given name is Fiona, then record 'Baby of Fiona' in the (preferred) Given name field for the baby. This name is recorded under the newborn Name type. If a name is

subsequently given, record the new name as the preferred Given name and retain the newborn name.

Registering unnamed multiple births:

An unnamed (newborn) baby from a multiple birth should use their mother's given name plus a reference to the multiple birth. For example, if the baby's mother's given name is Fiona and a set of twins is to be registered, then record 'Twin 1 of Fiona' in the Given name field for the first-born baby, and 'Twin 2 of Fiona' in the Given name field of the second-born baby. Arabic numbers (1, 2, 3 ... ) are used, not Roman numerals (I, II, III .....). In the case of triplets or other multiple births the same logic applies. The following terms should be used for recording multiple births:

-Twin

Use Twin i.e. 'Twin 1 of Fiona'

-Triplet

Use Trip i.e. 'Trip 1 of Fiona'

-Quadruplet

Use Quad i.e. 'Quad 1 of Fiona'

-Quintuplet

Use Quin i.e. 'Quin 1 of Fion'

-Sextuplet

Use Sext i.e. 'Sext 1 of Fiona'

-Septuplet

Use Sept i.e. 'Sept 1 of Fiona'

These names should be recorded under the newborn Name type.

When the babies are named, the actual names should be recorded as the preferred name. The newborn name is retained.

Aboriginal/Torres Strait Islander names not for continued use:

For cultural reasons, an Aboriginal or Torres Strait Islander may advise an establishment that they are no longer using the given name that they had previously registered and are now using an alternative current name. Record their current name as the preferred Given name and record their previously recorded given name as an alias name.

Ethnic Names:

The Centrelink Naming Systems for Ethnic Groups publication provides the correct coding for ethnic names.

Misspelled given names:

If the person's given name has been misspelled in error, update the Given name field with the correct spelling and record the misspelled given name as an alias name. Recording misspelled

names is important for filing documents that may be issued with previous versions of the client's name. Discretion should be used regarding the degree of recording that is maintained.

Related metadata: relates to the data element Name title version 1  
relates to the data element Name suffix version 1  
relates to the data element Name type version 1  
relates to the data element Name context flag version 1  
relates to the data element Family name version 1  
relates to the data element Name version 1  
has been superseded by Int. NCSDD & NHDD Given name(s) version 2

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### *Administrative Attributes*

Source Document: AS5017 Health care client identification, with adaptation.

Source Organisation: Standards Australia

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Comments: .

### *Data Element Links*

*Information Model Entities linked to this Data Element*

NHIM Person characteristic

*Data Agreements which include this Data Element*

DSS - Health care client identification From 01-Jan-03 to 01-Sep-03

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