Individual name cluster

Exported from METEOR

(AIHW's Metadata Online Registry)

© Australian Institute of Health and Welfare 2024

This product, excluding the AIHW logo, Commonwealth Coat of Arms and any material owned by a third party or protected by a trademark, has been released under a Creative Commons BY 4.0 (CC BY 4.0) licence. Excluded material owned by third parties may include, for example, design and layout, images obtained under licence from third parties and signatures. We have made all reasonable efforts to identify and label material owned by third parties.

You may distribute, remix and build on this website’s material but must attribute the AIHW as the copyright holder, in line with our attribution policy. The full terms and conditions of this licence are available at https://creativecommons.org/licenses/by/4.0/.

Enquiries relating to copyright should be addressed to info@aihw.gov.au.

Enquiries or comments on the METEOR metadata or download should be directed to the METEOR team at meteor@aihw.gov.au.

# Individual name cluster

|  |
| --- |
| Identifying and definitional attributes |
| Metadata item type: | Data Set Specification |
| METEOR identifier: | 528153 |
| Registration status: | [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Standard 05/10/2016 |
| DSS type: | Data Element Cluster |
| Scope: | TheIndividual name cluster includes data elements that in combination define an individual's name. An individual’s name consists of the following components: name title, given name, family name, family name prefix and name suffix. |

|  |
| --- |
| Collection and usage attributes |
| Guide for use: | Each name component has an associated sequence number data element that describes the sequence by which each name component should be combined. It should be noted that a person can have multiples of a single name component.It is acknowledged that some people use more than one name (for example formal name, birth name, married/maiden name and tribal name), depending on the circumstances. In healthcare, name is used not only as an identifier but also as a major means of communication and trust, and name is also a matter of privacy. For this reason, it shall be recognised that people use different names for different purposes.Care should be taken when recording a change of name for a minor. Ideally, the name recorded for the minor should be known to both parents so that the minor’s records can be retrieved and continuity of care can be maintained, regardless of which parent accompanies the minor to the agency or establishment.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 an agency or establishment. The person's preferred name may in fact be their legal name. |
| Collection methods: | This data element cluster represents one full name for an individual. A full name must include at least one family name, and can include name titles, given names, family name prefixes and name suffixes.There can be more than one full name recorded for an individual; in that situation, the data element cluster should be recorded for each full name. At least one name must be recorded, and the preferred name should always be sought. |
| Source and reference attributes |
| Submitting organisation: | Australian Institute of Health and Welfare |
| Reference documents: | Standards Australia 2014. AS 4846:2014 Person and provider identification in healthcare. Sydney: Standards Australia. |
| Relational attributes |
| Implementation in Data Set Specifications: | [Person and provider identification in healthcare National Best Practice Data Set](https://meteor.aihw.gov.au/content/529511)       [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Standard 05/10/2016***DSS specific information:*** This data element cluster should be recorded every time a full name is provided by an individual. A full name must include at least one family name, and can include name titles, given names, family name prefixes and name suffixes.There can be more than one full name recorded for an individual; in that situation, the data element cluster should be recorded for each full name. At least one name must be recorded, and the preferred name should always be sought. |

|  |
| --- |
| Metadata items in this Data Set Specification  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Seq No. | Metadata item | Obligation | Max occurs |
| 1 | [Person—name title, text X[X(11)]](https://meteor.aihw.gov.au/content/613313) | Optional | 99 |
| 2 | [Person—name title sequence number, code N[N]](https://meteor.aihw.gov.au/content/613323)***Conditional obligation:***Conditional upon [Person—name title, text X[X(11)]](https://meteor.aihw.gov.au/content/613313) being recorded. | Conditional | 99 |
| 3 | [Person—given name, text X[X(39)]](https://meteor.aihw.gov.au/content/613340)***DSS specific information:***The response to [Person—single name only flag, yes/no code N](https://meteor.aihw.gov.au/content/573052) must be 'no'. | Optional | 99 |
| 4 | [Person—given name sequence number, code N[N]](https://meteor.aihw.gov.au/content/613356)***Conditional obligation:***Conditional upon [Person—given name, text X[X(39)]](https://meteor.aihw.gov.au/content/613340) being recorded. | Conditional | 99 |
| 5 | [Person—family name prefix, text A[A(29)]](https://meteor.aihw.gov.au/content/520790) | Optional | 99 |
| 6 | [Person—family name prefix sequence number, code N[N]](https://meteor.aihw.gov.au/content/520826)***Conditional obligation:***Conditional upon [Person—family name prefix, text A[A(29)]](https://meteor.aihw.gov.au/content/520790) being recorded. | Conditional | 99 |
| 7 | [Person—family name, text X[X(39)]](https://meteor.aihw.gov.au/content/613331)***DSS specific information:***Any person shall have at least one family name. | Mandatory | 99 |
| 8 | [Person—family name sequence number, code N[N]](https://meteor.aihw.gov.au/content/521031)***DSS specific information:***Recorded in conjunction with [Person—family name, text X[X(39)]](https://meteor.aihw.gov.au/content/613331). | Mandatory | 99 |
| 9 | [Person—name suffix, text X[X(4)]](https://meteor.aihw.gov.au/content/613362) | Optional | 99 |
| 10 | [Person—name suffix sequence number, code N[N]](https://meteor.aihw.gov.au/content/613369)***Conditional obligation:***Conditional upon [Person—name suffix, text X[XXXX]](https://meteor.aihw.gov.au/content/613362) being recorded. | Conditional | 99 |
| 11 | [Person—name usage type, code X](https://meteor.aihw.gov.au/content/521079) | Optional | 1 |
| 12 | [Person—name usage type start date, DDMMYYYY](https://meteor.aihw.gov.au/content/646002)***Conditional obligation:***Conditional on [Person—name usage type, code N](https://meteor.aihw.gov.au/content/521079) being recorded. | Conditional | 1 |
| 13 | [Person—name usage type end date, DDMMYYYY](https://meteor.aihw.gov.au/content/646008)***Conditional obligation:***Conditional on [Person—name usage type, code N](https://meteor.aihw.gov.au/content/521079) being recorded. Only recorded when an end date is identified. | Conditional | 1 |
| 14 | [Date—accuracy indicator, code AAA](https://meteor.aihw.gov.au/content/294429)***DSS specific information:***Recorded in conjunction with the data elements within this cluster that are used to record a date. | Mandatory | 2 |
| 15 | [Identifier—identifier usage, code NNN](https://meteor.aihw.gov.au/content/519499) | Optional | 1 |
| 16 | [Person—preferred name indicator, yes/no code X](https://meteor.aihw.gov.au/content/521133) | Optional | 1 |
| 17 | [Person—single name only flag, code A](https://meteor.aihw.gov.au/content/618588)***DSS specific information:***If given name is blank when registration occurs, this field should be asked. | Mandatory | 1 |
| 18 | [Restricted name usage cluster](https://meteor.aihw.gov.au/content/528167)***DSS specific information:***A single full name may have multiple conditional use flags associated with it. This data element cluster should be recorded as many times as applicable. | Optional | 1 |
|       1 | [Person—name conditional use flag, code N](https://meteor.aihw.gov.au/content/521140) | Mandatory | 1 |
|       2 | [Person—name conditional use flag start date, DDMMYYYY](https://meteor.aihw.gov.au/content/521161) | Mandatory | 1 |
|       3 | [Person—name conditional use flag end date, DDMMYYYY](https://meteor.aihw.gov.au/content/521168)***Conditional obligation:***Only recorded when an end date is identified. | Conditional | 1 |
|       4 | [Date—accuracy indicator, code AAA](https://meteor.aihw.gov.au/content/294429)***Conditional obligation:***Recorded in conjunction with the data elements within this cluster that are used to record a date. | Mandatory | 2 |
|       5 | [Identifier—unrestricted name access, identifier N(16)](https://meteor.aihw.gov.au/content/521205)***Conditional obligation:***This data element is conditional upon health care providers having unrestricted access to an individual's name. All health care providers with unrestricted access must be recorded. | Conditional | 99 |

 |