

Individual name cluster

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Individual name cluster

Identifying and definitional attributes

Metadata item type:	Data Set Specification
METEOR identifier:	528153
Registration status:	Health , Standard 05/10/2016
DSS type:	Data Element Cluster
Scope:	The Individual 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](#)
[Health](#), 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)]	Optional	99
2	Person—name title sequence number, code N[N]	Conditional	99
	Conditional obligation:		
	Conditional upon Person—name title, text X[X(11)] being recorded.		
3	Person—given name, text X[X(39)]	Optional	99
	DSS specific information:		
	The response to Person—single name only flag, yes/no code N must be 'no'.		
4	Person—given name sequence number, code N[N]	Conditional	99
	Conditional obligation:		
	Conditional upon Person—given name, text X[X(39)] being recorded.		
5	Person—family name prefix, text A[A(29)]	Optional	99
6	Person—family name prefix sequence number, code N[N]	Conditional	99
	Conditional obligation:		
	Conditional upon Person—family name prefix, text A[A(29)] being recorded.		
7	Person—family name, text X[X(39)]	Mandatory	99
	DSS specific information:		
	Any person shall have at least one family name.		
8	Person—family name sequence number, code N[N]	Mandatory	99
	DSS specific information:		
	Recorded in conjunction with Person—family name, text X[X(39)] .		
9	Person—name suffix, text X[X(4)]	Optional	99
10	Person—name suffix sequence number, code N[N]	Conditional	99
	Conditional obligation:		
	Conditional upon Person—name suffix, text X[XXXXX] being recorded.		
11	Person—name usage type, code X	Optional	1
12	Person—name usage type start date, DDMMYYYY	Conditional	1
	Conditional obligation:		
	Conditional on Person—name usage type, code N being recorded.		

Seq No.	Metadata item	Obligation	Max occurs
13	Person—name usage type end date, DDMMYYYY	Conditional	1
	Conditional obligation:		
	Conditional on Person—name usage type, code N being recorded. Only recorded when an end date is identified.		
14	Date—accuracy indicator, code AAA	Mandatory	2
	DSS specific information:		
	Recorded in conjunction with the data elements within this cluster that are used to record a date.		
15	Identifier—identifier usage, code NNN	Optional	1
16	Person—preferred name indicator, yes/no code X	Optional	1
17	Person—single name only flag, code A	Mandatory	1
	DSS specific information:		
	If given name is blank when registration occurs, this field should be asked.		
18	Restricted name usage cluster	Optional	1
	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.		
1	Person—name conditional use flag, code N	Mandatory	1
2	Person—name conditional use flag start date, DDMMYYYY	Mandatory	1
3	Person—name conditional use flag end date, DDMMYYYY	Conditional	1
	Conditional obligation:		
	Only recorded when an end date is identified.		
4	Date—accuracy indicator, code AAA	Mandatory	2
	Conditional obligation:		
	Recorded in conjunction with the data elements within this cluster that are used to record a date.		
5	Identifier—unrestricted name access, identifier N(16)	Conditional	99
	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.		

