

Procedure Verification Process Hospital/Sx Center

Scheduling Verification

STOP

Procedure does not move forward if surgical/procedure request form not received by hospital scheduler or if procedure is not confirmed against the request form

Responsibility: 1) Perform a "Read Back" to clinic scheduler - verify the procedure scheduled against clinic surgery/procedure request form. 2) Verify scheduled procedure matches surgery/procedure request form from clinic when received.

Who? Scheduler

What? Surgery/procedure request form

Pre-Admission Verification

Responsibility: 1) Verify required source documents are received, i.e. pre-op H&P, pre-op order, dx images/reports. 2) Verify that source documents match procedure on schedule and procedure for which patient is being prepped.

Who? Pre-op Staff

What? Pre-Op H&P, pre-op order, other source documents such as diagnostic studies

Pre-Op Verification

STOP

Procedure does not move forward until any discrepancies are resolved

Responsibility: Person completing procedure information on informed consent form verifies the patient, procedure and location against source documents.

Who? Surgeon/person performing the procedure

What? Clinic Note or Order; Path/Rad Reports; H&P, Diagnostic Images if available and appropriate, Patient Understanding (if possible)

Signing Site

STOP

Procedure does not move forward if site is not signed

Responsibility: Person performing the procedure verifies the source documents prior to marking the procedure site.

Who? Surgeon/person performing the procedure

What? Clinic Note or Order; Path/Rad Reports; H&P, Diagnostic Images if available and appropriate, Patient Understanding (if possible)

Pt. ID

Responsibility: Verify patient identity upon entering the OR/procedure room.

Who? Transport/Surgical/Procedure Staff

What? Patient ID Band, M.R.

Time-out

STOP

Procedure does not move forward if time-out not performed and any discrepancies resolved

Responsibility: Verify procedure to be performed matches informed consent and site marking

Who? Full Surgical Team in OR

What? Informed Consent, site marking