


<b>Name of Policy:</b> <u>Time-out for patient-specific information transfer</u> <b>Policy Number:</b> 3364-134-113 <b>Department:</b> Radiation Oncology <b>Approving Officer:</b> Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology <b>Responsible Agent:</b> Technical Manager, Radiation Oncology <b>Scope:</b> Radiation Oncology	 <b>THE UNIVERSITY OF TOLEDO</b>
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<b>Effective Date:</b> 12/1/2017 Initial Effective Date: 12/1/2017 <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

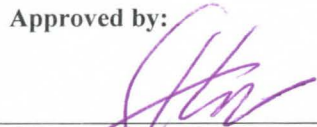
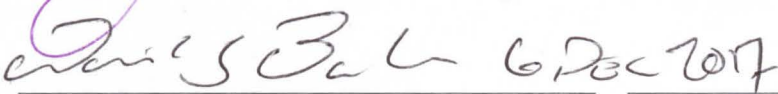
The verification of patient identity at each manual transfer interface between disparate systems shall be performed by the individual overseeing transfer. Automatic transfer of patient information is assured to be self-identified by DICOM standards and by the DICOM conformance statements of all relevant software systems in use in the department.

**(B) Purpose of Policy**

In order to minimize potential misidentification of patient data, each data transfer of patient specific information that is manually initiated between disparate systems shall be verified at the time of import.

**(C) Procedure**

1. During any step where manual transfer of patient data is required, the individual overseeing the transfer of data must perform a Time-Out prior to the completion of the import process into the receiving system.
2. This time-out shall use at a minimum two (2) of the approved hospital policy approved Patient Identifiers to verify the correct import of data.
3. Completion of this Time-Out process will be noted in the patient's oncology EMR record.

<b>Approved by:</b>  _____ Changhu Chen, MD Professor & Chairman, Radiation Oncology  _____ Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC  Review/Revision Completed By: Michelle Giovanoli	<b>Review/Revision Date:</b> 12/1/2017          <b>Next Review Date:</b> 12/1/2020
<b>Policies Superseded by This Policy:</b> N/A	