


Name of Policy:	Positive Identification of Patients	 THE UNIVERSITY OF TOLEDO Effective Date: 12/1/2017 Initial Effective Date: 7/1/1981
Policy Number:	3364-134-67	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer – UTMC Professor & Chairman – Radiation Oncology	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

Each patient receiving any therapeutic radiation procedure will be positively identified by Radiation Oncology personnel prior to receiving any care, treatment or services. The two identifiers used are the patient's name and Date of Birth. A photo ID is taken.

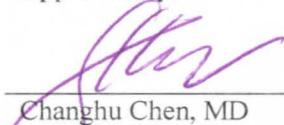
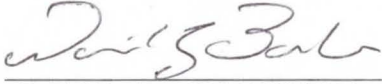
(B) Purpose of Policy

To prevent the misadministration of ionizing radiation, or any other error, which may inconvenience or jeopardize patient safety.

(C) Procedure

1. To assure that a therapeutic radiation therapy procedure is being performed on the correct patient, the therapist or appropriate staff will use at least two patient identifiers prior to starting a procedure:
 - a) Out-patient:
 - (i) Ask the patient their name
 - (ii) Ask patient date of birth
 - (iii) Examine patient's photo
 - b) In-patient:
 - (i) Ask the patient their name
 - (ii) Check the patient's ID bracelet
 - (iii) Check MR#
2. Clerical personnel will verify the identification of all outpatients via Name and birthdate. Pre-registration of these patients scans a copy of the I.D into Athena/Star.
4. If sufficient positive identification cannot be provided, the patient's physician will be contacted for verification before the procedure is done.

5. Failures to adequately check identification of a patient, which results in radiation exposure to the wrong patient, will be regarded as a breach of policy and disciplinary action will be taken.

<p>Approved by:</p> <p> Changhu Chen, MD Professor & Chairman, Radiation Oncology</p> <p> Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTM</p> <p><i>Review/Revision Completed By:</i> Michelle Giovanoli</p>	<p>Review/Revision Date:</p> <p>8/24/1990 6/16/2000 8/1/2005 5/2008 6/4/2010 7/1/2013 6/1/2016 12/1/2017</p>
<p>Policies Superseded by This Policy: 38-98</p>	<p>Next Review Date: 12/1/2020</p>