**Time out for External Beam Treatments**

**Policy Number:** 3364-134-86  
**Department:** Radiation Oncology  
**Approving Officer:** Chief Executive Officer, UTMC  
**Responsible Agent:** Technical Manager, Radiation Oncology  
**Scope:** Radiation Oncology

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<th>Name of Policy: Time out for External Beam Treatments</th>
<th>UT HEALTH</th>
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<td><strong>Effective Date:</strong> 9/1/2017</td>
<td>THE UNIVERSITY OF TOLEDO</td>
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<td>Initial Effective Date: 7/2007</td>
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<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
<th>Reaffirmation of existing policy</th>
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(A) **Policy Statement**

Each time that a therapist is going to treat a patient with the linear accelerators, a “time out” will be performed.

(B) **Purpose of Policy**

Positive Identification of Patients, to ensure safety and correct patient being treated.

(C) **Procedure**

Each time a therapist is going to treat a patient with the linear accelerators a “time out” will be performed. The patient’s name and D.O.B. will be asked, and a photo ID is also uploaded into the EMR for identification.

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Approved by:  
Changhu Chen, MD  
Professor & Chairman, Radiation Oncology  
Date: 8/22/2017

Daniel Barbee, RN, BSN, MBA  
Chief Executive Officer, UTMC  
Date: 2/3/2017

Review/Revision Completed By:  
Michelle Giovanoli

Review/Revision Date:  
5/2008  
7/1/2011  
10/1/2013  
8/1/2016  
9/1/2017

Next Review Date: 9/1/2020

Policies Superseded by This Policy: 38-104