

<b>Name of Policy:</b> <u>Positive identification of patients</u> <b>Policy Number:</b> 3364-134-67 <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>Effective Date:</b> 7/1/2023 Initial Effective Date: 7/1/1981						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <input type="checkbox"/> New policy proposal         </td> <td style="width: 33%; border: none;"> <input checked="" type="checkbox"/> Minor/technical revision of existing policy         </td> <td style="width: 33%; border: none;"> <input type="checkbox"/> Reaffirmation of existing policy         </td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Major revision of existing policy         </td> <td colspan="2" style="border: none;"></td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy	<input type="checkbox"/> Major revision of existing policy		
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**(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 Epic .
  
4. If sufficient positive identification cannot be provided, the patient's physician will be contacted for verification before the procedure is done.

