Name of Policy: **Time out for External Beam Treatments**
Policy Number: 3364-134-86
Department: Radiation Oncology
Approving Officer: Chief Executive Officer, UTMC
Clinical Service Chief, Radiation Oncology
Responsible Agent: Technical Manager, Radiation Oncology
Effective Date: 3/1/2021
Initial Effective Date: 7/2007

### Scope:
Radiation Oncology

<table>
<thead>
<tr>
<th>Action</th>
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<tr>
<td>☑</td>
<td>New policy proposal</td>
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<td>X Minor/technical revision of existing policy</td>
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<td>Reaffirmation of existing policy</td>
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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**
1. Each time a therapist is going to treat a patient using 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:

/s/ Mersiha Hadziahmetovic MD  
Clinical Service Chief, Radiation Oncology  
Date: 03/09/2021

/s/ Richard P. Swaine  
Chief Executive Officer -UTMC  
Date: 03/12/2021

Review/Revision Completed By: Michelle Giovanoli

Review/Revision Date:  
5/2008  
7/1/2011  
10/1/2013  
8/1/2016  
9/1/2017  
2/1/2018  
2/1/2021

Next Review Date: 2/1/2024

Policies Superseded by This Policy: 38-104