

# safety: *You play an important role*

We are committed to making care safe for every patient, every time. This means making sure that the right procedure is done at the right place on the right person. If you are having a procedure, here are some things you can do to help us make sure it is done safely.

Many people make up your care team. You are a member of this team as well. It is very important that you speak up if something doesn't seem right.

<i>Timing of step</i>		<i>What we do</i>	<i>What you can do</i>
Before your procedure	1	Informed consent form — this is the document you sign which says the name of the procedure and the risks related to it.	Read the form carefully. Make sure the type of procedure listed is correct.
	2	Double checking — We may ask you the same questions many times. We may ask your name, the kind of procedure you're having and the place on your body where the procedure will be done.	Answer the questions every time. This is an important safety step. Speak up if anything doesn't seem right.
	3	Marking the site — In Minnesota, the person doing the procedure signs their initials with a marker on the place on your body where the procedure will be done. This is an important step when there is a risk of performing the procedure on the wrong part of the body.	Make sure that the correct site is marked.
In the procedure room	4	"Time out" — Just before beginning the procedure, the entire care team pauses. The team reviews the patient's name, procedure, site and physician's name.	Listen carefully to what is said. Speak up if anything doesn't seem right.