

Department Performing Procedure:

- Surgery
- Radiology
- Cath Lab
- Pain Clinic
- Ambulatory Care
- Other _____
- Nursing Unit
- ICU
- Emergency Dept
- NLU
- GI Lab

Patient Identified by: (✓ check all that apply)

- Name, verbalized by patient/compared with Chart
- Birth date, verbalized by patient/compared with Chart
- Identification Band, compared with Chart
- Family Member
- Other _____

Procedure (include site/side verification per patient):

Marking of Operative Site:

- (✓ check all that apply)-
- NA because single organ case, premature infant, insertion site is not determined, teeth.
 - Patient refuses because: _____
 - Marking is on marking form attached to chart.
 - Other: _____
 - Patient/family participated in marking
- Location of Marking: _____
 Site Marked by: _____
 Confirmed by: _____
 Date: _____ Time: _____

Verification of Site/Side:

- Circle one: Left Center Right Unknown**
 (✓ check all that apply)
- Consistent with Consent
 - Consistent with H&P
 - Consistent with what patient/family verbalized
 - Consistent with documentation on schedule
 - Consistent with X-rays, test results, etc.
 - Consistent with Operative Site Marking
 - Discrepancy Identified. Explain Discrepancy and Resolution (see back of form):

Time Out Before Procedure Begin: The time out/final verification is completed just before starting the procedure and involved the entire operative/procedural team using active communication.

- The follow were verified, if applicable:
- Correct Patient
 - Correct Site and Side
 - Agreement on Procedure
 - Correct patient position
 - Verification of site markings
 - Availability of correct implants/special equipment
- Time of Time-Out:** _____

Time Out Participants:

Physician: _____
 Anesthesia: _____
 Nurse/RN: _____
 Tech: _____
 Other: _____

Form completed by: _____ Date: _____



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**SITE VERIFICATION/MARKING
AND TIME-OUT DOCUMENTATION**



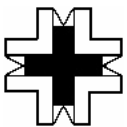
Follow the procedures below if there is a discrepancy between Consent, H&P, What Patient/Family Verbalized, X-rays, Labs, OR Site and/or Operative Site Marking, or Disagreement by Team at Time-Out:

For all procedures below, the case will be put on hold until completely resolved and all team members (including surgeon) and the patient or family (if possible) must agree on the resolution before proceeding with the case.

It is assumed in each discrepancy below that the team has made all the necessary verifications and have determined where the discrepancy is and all team members and the patient are in complete agreement.

All discrepancies and resolutions are to be documented on the patient record (See site verification/marketing and time-out documentation form- 60220b).

1. If discrepancy is in OR Schedule:
 - a. Notify OR Team of change
 - b. OR front desk will complete OR Schedule Discrepancy/Correction Form (with multiple copies)
 - c. OR Supervisor will post corrections in each OR Room and circle with red the OR case on the original schedule to alert OR team of correction and cross off the incorrect procedure/site/etc.
 - d. A copy of the discrepancy form will go to the OR Manager for appropriate action if indicated.
2. If discrepancy is in Consent:
 - a. A new consent is to be signed by the patient and physician.
 - b. If the patient has been pre-sedated, and cannot sign the consent, the case will be cancelled or postponed.
3. If discrepancy is in what patient/family verbalizes:
 - a. The surgeon will address the discrepancy with the patient until resolved.
 - b. The patient/family must be in full agreement regarding the procedure for the case to proceed.
4. If discrepancy in H&P:
 - a. The surgeon will be responsible for correcting the H&P before the patient is sent to surgery.
5. If discrepancy in X-rays, Test Results, etc.:
 - a. Notify radiology, lab or department involved to be sure that correct studies were received.
 - b. When indicated, texts, studies will be redone to resolve discrepancy.
6. Operative Site Marking:
 - a. Remove wrong marking
 - b. Remark by surgeon with agreement from patient/family



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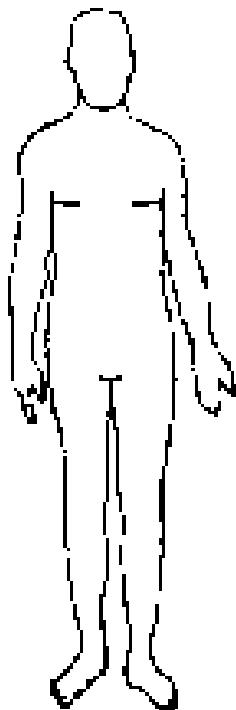
**SITE VERIFICATION/MARKING
AND TIME-OUT DOCUMENTATION**

Use the diagram below for marking the correct surgical site in the following situations:

1. If the patient refuses to be marked.
2. If the surgical site involves genitalia or other site with a left/right distinction that cannot be marked.

Front

Back



Right Side

Left Side on Both

Right Side

Patient/Family Member Signature Verifying Site: _____

Physician or designee: _____ Date: _____ Time: _____

This form is to be placed on the top of the chart for reference during the surgical procedure.



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**SITE VERIFICATION/MARKING
AND TIME-OUT DOCUMENTATION**

Disclaimer: This service is designed to provide accurate and authoritative information in regard to the subject matter covered. Every attempt has been made to ensure accuracy, however, please note that laws, regulations and standards are subject to change. Please also note that some of the examples in this service are specific to the laws and regulations of the locality of the facility. The information and examples in this service are provided with the understanding that Joint Commission Resources is not engaged in providing medical care or legal advice. If any such assistance is desired, the services of a competent professional should be sought.