
Radiology Procedure Time Out Checklist

Patient Sticker

Procedure:

Rad/RA:

Patient verbally confirms identity by stating name and date of birth.

Patient ID band checked if patient is unable to respond.

Patient verbally states what procedure is being done.

Provider states procedure if patient is unable to respond.

Provider reads paper order (outpatients) or requisition (inpatients) aloud to confirm correct procedure is being performed.

Staff member or provider verbally confirms that paper order (outpatients) or requisition (inpatients) matches H&P, consult note or office note (*if available*).

Staff member or provider verbally confirms that consent matches paper order (outpatients) or requisition (inpatients) and is signed by provider and patient/surrogate.

Nurse/technologist verbally confirms whether in EMR or paper order whether any fluid lab orders are ordered.

Nurse/technologist verbally confirms any pertinent patient blood work values and allergies.

Paperwork to be scanned into PACS.

- Procedure requisition
- Procedure worksheet
- Paper order (for outpatients)
- Procedure protocol sheet (for outpatients)
- Time Out checklist