

**HACKETTSTOWN REGIONAL MEDICAL CENTER
JOAN KNECHEL CANCER CENTER
PATIENT IDENTIFICATION**

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SCOPE

All patients receiving radiation therapy are identified prior to treatment with three (3) identifiers before any procedure is performed

PURPOSE

To specify the additional identifier used by the Radiation Oncology Center for patients receiving radiation treatments/procedures from the point of registration to the completion of treatment and follow-up appointments than is specified in the Administrative Patient Identification Policy PC11.

DEFINITIONS

N/A

POLICY

All staff will identify a patient utilizing the identifiers outlined in the procedure to ensure patient safety and a reduction in treatment errors.

PROCEDURE

1. The staff member scheduling the patient's appointment performs initial identification. Name, birth date, and social security number is obtained.
2. Upon arrival to the Department for the first visit, identification is confirmed by asking the patient to both spell his/her name as it appears on the medical record and reveal his/her date of birth.
3. On the day the patient is scheduled to have a CT Simulation for treatment planning, the Radiation Therapist will take a face photo of the patient to be the additional patient identifier. The photo is downloaded into Aria to be part of the patient's electronic medical record.
4. Upon arrival to the Department for daily radiation treatment, the therapist will utilize three ways in identifying a patient before performing a procedure.
 - a. The patient's first and last name
 - b. The patient's date of birth
 - c. The patient's photo in the medical record is compared to the individual presenting for treatment.
5. If there are any discrepancies regarding the identification process the treatment may not be administered. The physician must be notified to resolve the problem. The identification procedure will be repeated until proper identification is confirmed and approval is given to begin treatment.