

PROTOCOL FOR: Chart Preparation: Preprocedure Interventional Radiology

- POLICY:
1. All patients receiving a procedure in Interventional Radiology will have a chart initiated.
 2. All necessary pre-procedure data will be obtained and documented.
 3. The privacy of confidential patient information will be safeguarded judiciously

DESIRED PT
OUTCOME:

1. Scheduled procedures will be transferred from the OR schedule to the Nursing Schedule Book (black book)
2. Each scheduled procedure will have an IR Case sheet (IRCS) initiated. The date and time of the procedure, procedure time and arrival time will be completed.
3. Nurses will search LCR for the most recent history and physical and the procedure's required laboratory data, patient's phone number and allergy history. Data will be recorded on the IR Nursing Assessment and Teaching Record (IRNATR) prior to calling the patient. The corresponding boxes are marked on the IRCS to flag the status of lab work and history and physical
4. Patients are to be called and interviewed to update and complete the IRNATR. Confirm medical history, review procedure, review pre-procedure instructions, directions to UCONN Procedure Center, ride home, special needs and necessary testing. If the patient is not available messages should be left in accordance to:
 - UCHC HIPPA Policy 2003-24. Protected Health Information may not be left on voice mail/answering machines. Any information left on answering machine/voice mail shall be generic in nature and should not indicate services being performed or the provider of such services. Thus, nursing staff shall identify the call as coming from the UCONN Interventional Radiology department and ask for a call back from the patient only.
 - Pursuant to UCHC HIPAA Policy 2003-24, if the patient is calling to obtain information about him / herself, staff shall verify the patient's identity by using information available in the registration system, e.g. last four digits of the social security number and date of birth.

5. Once the patient has been contacted it is to be noted on the IRCS.
6. Signed orders are obtained from the IR physician.
7. The chart is completed by adding the following:
 - a. Completed IRNATR.
 - b. Completed Physicians Order sheet
 - c. Blank or completed consent for procedure
 - d. Patient / Family Teaching Record and Discharge Instruction sheet(s)
 - e. Progress Notes
 - f. Laboratory data or necessary requisitions
 - g. History & Physical performed within 30 days of procedure.
 - h. Conscious Sedation flow sheet
 - i. Procedure requisition
9. Completed charts for the cases for the following day will be brought daily, to the Same Day front desk by the end of each work day.

APPROVAL: Nursing Standards Committee

EFFECTIVE DATE: 9/03
Revised 03/08