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An independent agency of the Commonwealth of Pennsylvania

For Surgeons' Offices: What You Can Do to Prevent Wrong-Site Surgery

- When scheduling an operation, include the correct patient name and procedure. Include the side or site if pertinent. Do not use abbreviations. Write out all numbers.
- When obtaining the consent, include the correct procedure. Include the side or site if pertinent. Do not use abbreviations. Write out all numbers. Make sure the patient has signed the consent before the patient next presents to the surgical facility.
- The history and physical should give the preoperative diagnosis, including the side or site if pertinent. It should also state the planned procedure, including the side or site if pertinent, without abbreviations. Pertinent supporting information uniquely found in the office records should be included in the history and physical or copies should be attached.
- If relevant, laboratory results, imaging studies, and/or pathology results should be included in the preoperative documentation.
- When information leaves the surgeon's office, check to make sure the name of the procedure on the scheduling slip, consent, and history and physical all match. All discrepancies should be reconciled as soon as possible.

For more information, visit <http://www.patientsafetyauthority.org>.

This checklist accompanies

Quarterly update on preventing wrong-site surgery.

Pa Patient Saf Advis [online] 2012 Mar [cited 2012 Mar 1].

Available from Internet: [http://patientsafetyauthority.org/ADVISORIES/AdvisoryLibrary/2012/mar9\(1\)/Pages/28.aspx](http://patientsafetyauthority.org/ADVISORIES/AdvisoryLibrary/2012/mar9(1)/Pages/28.aspx).



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Surgeon's Office Checklist to Prevent Wrong-Site Surgery

	At Scheduling	Before Preadmission Testing	Before Preoperative Admission
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History and Physical*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
including copied office notes†	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory results†	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaging studies†	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pathology reports†	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All checked documents reconciled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Includes patient's legal name, full procedure written out, side or site if pertinent

† Include if relevant