MEDICAL RECORD	REQUEST FOR ADMINISTRATION OF ANESTHESIA AND FOR PERFORMANCE OF OPERATIONS AND OTHER PROCEDURES

A. IDENTIFICATION

1a. (Place 'Y' for YES, 'N' for NO in all applicable boxes)				1b. DESCRIBE
Y	OPERATION OR PROCEDURE		SEDATION	**Anatomical Location: N/A**
	ANESTHESIA	**N**	TRANSFUSION	**Intrauterine Device (IUD) Insertion (Non-Hormonal)** **Transfusion not expected**

B. STATEMENT OF REQUEST

2. The nature and purpose of the operation or procedure, possible alternative methods of treatment, the risks involved, and the possibility of complications have been fully explained to me. I acknowledge that no guarantees have been made to me concerning the results of the operation or procedure. I understand the nature of the operation or procedure to be (describe operation or procedure in layman's language). **See attached Procedure Detail Sheet**

Which is to be performed by or under the direction of Dr., other staff and Resident team.

3. I request the performance of the above-named operation or procedure and of such additional operations or procedures as are found to be necessary or desirable, in the judgment of the professional staff of the below-named medical facility, during the course of the above-named operation or procedure.
4. I request the administration of such anesthesia as may be considered necessary or advisable in the judgment of the professional staff of the below-named medical facility.
5. Exceptions to surgery or anesthesia, if any are: None (If "none", so state)
6. I request the disposal by authorities of the below-named medical facility of any tissues or parts which may be necessary to remove.
7. I understand that photographs and movies may be taken of this operation, and that they may be viewed by various personnel undergoing training or indoctrination at this or other facilities. I consent to the taking of such pictures and observation of the operation by authorized personnel, subject to the following conditions: **Yes**
   a. The name of the patient and his/her family is not used to identify said pictures.
   b. Said pictures be used only for purposes for medical/dental study or research.
8. I understand that as indicated a Health Care Industry Representatives or other authorized personnel may be present.

C. SIGNATURES

(Appropriate items in parts A and B must be completed before signing)

9. COUNSELING PHYSICIAN/DENTIST: I have counseled this patient as to the nature of the proposed procedure(s), attendant risks involved, and expected results, as described above. I have also discussed potential problems related to recuperation, possible results of non-treatment, and significant alternative therapies.

_____
(Signature of Counseling Physician/Dentist)

10. PATIENT: I understand the nature of the proposed procedure(s), attendant risks involved, and expected results, as described above, and hereby request such procedure(s) be performed:

_____	_____	_____
(Signature of Witness, excluding members of operating team)	*(Signature of Patient)*	*(Date and Time)*

11. SPONSOR OR GUARDIAN: (When patient is a minor or unable to give consent) _____

sponsor/guardian of _____ understand the nature of the proposed procedure(s), attendant risks involved, and expected results, as described above, and hereby request such procedure(s) be performed.

_____	_____	_____
(Signature of Witness, excluding members of operating team)	*(Signature of Sponsor or Guardian)*	*(Date and Time)*

DETAILS OF PROCEDURE/TREATMENT

(Descriptive information about the specific procedure(s)/treatment(s) being performed)

Procedure/Treatment Description
This procedure involves inserting a small plastic or copper device into your uterus through the cervix. The cervix is the lower, narrow end of the uterus that opens up into the vagina. The uterus, or womb, is where the baby grows during pregnancy. The device is called an IUD. This stands for intrauterine device.

You may be given a pregnancy test before your IUD is inserted. If you are within the first seven days of your menstrual cycle, you may not need a pregnancy test.

Your provider will do a pelvic exam to determine the exact position of your uterus. Your provider will feel for your uterus and cervix by hand from inside your vagina and your abdomen.

After the exam, a speculum will be placed into your vagina. This instrument holds the vagina open. You may be given an injection of local anesthetic in the area around the cervix. This will reduce pain during the procedure. You will also have an instrument inserted to hold the cervix in place. It will also keep your uterus steady. This is called a tenaculum. Your doctor will use an instrument to measure your cervix and uterus. This is done to reduce the risk of damaging your uterus.

The IUD will be inserted through the cervix and into the uterus using a thin plastic tube. Once it is in place, the tube will be removed.

The IUD has strings attached to it. These strings will hang through the cervix into your vagina. Your doctor will cut these strings to a length of about one to two inches. Or, the strings may be tucked inside the cervix. You may be shown how to feel for the strings. This will allow you to be able to check the placement of your IUD at home.

Diagnosis
Need or desire to prevent pregnancy.

Benefits of treatment(s) or procedure(s)
This procedure may keep you from getting pregnant.

Reasonable risk / complications of surgical treatment(s) or procedure(s)
* Changes in menstrual cycle.
* Cramping, bleeding, or spotting.
* Irregular periods.
* Painful periods.
* You may become pregnant.
* Your doctor may not be able to remove the device. You may need additional treatment.
* Your doctor might not be able to place the device in the desired location. It could move later.
* Infection.
* Scar tissue may form in your uterus. This may reduce your chances of getting pregnant.
* The device or equipment used to do the procedure may not work correctly.
* This contraceptive provides no protection from diseases from your sexual partner. These may include AIDS, gonorrhea, syphilis, cytomegalovirus, or other sexually transmitted diseases or infections.
* Urinary tract infection.
* Damage to the bladder or nearby structures. This may be discovered during the procedure, or later. You may need a catheter or surgery.
* The implanted device may move, fail, or become infected. You may need surgery to reposition, remove, or replace it.
* Damage to the intestines or nearby structures. This may be discovered during the procedure or later.
* Damage to the uterus or nearby structures. This may be discovered during the procedure or later.
* Risk of ectopic (outside the uterus) pregnancy.
* Uterine perforation. This is when a hole or tear is made in the uterus.

Additional Risks Discussed (if applicable):

Alternatives to surgical treatment(s) procedures(s)
* Abstinence (having no sexual relationship).
* Barrier contraceptives, such as condoms, sponges, and diaphragms.
* Hormonal treatments such as birth control pills, patches, vaginal rings, injections, or implants.

* IUD with hormones.
* Vasectomy. This is a minor procedure performed on a man, in which the tubes that carry sperm are cut, tied, and sealed off. This prevents sperm from mixing with ejaculate.
* Tubal ligation. This is surgery to permanently close the fallopian tubes.
* You may choose not to have this procedure.

Prognosis if not treatment is received
If you choose not to have this procedure, you may run the risk of unwanted pregnancy.

Blood Transfusion (if applicable): Transfusion not expected

Name of Interpreter (if applicable):

Procedural Time-Out (Universal Protocol checklist)

Procedure(s) to be performed is: IUD INSERTION

1. Preoperative Verification Process, required for all procedures. (Check the appropriate blocks – either performed (Yes), or not applicable/required (N/A)

a.	Patent/parent/legal guardian verbally states 2 identifiers (e.g. name/SSN/birth date)	Yes	(required for all procedures)
b.	Correct name on chart/record/consent/radiographs	Yes	(required for all procedures)
c.	Consent verified for planned procedure completed accurately and signed	Yes	(required for all procedures)
d.	H&P within 30 days and updated within the 24 hours prior to procedure	Yes	N/A
e.	Patient allergies	NKDA	Reviewed and Confirmed
f.	Required blood products/implants/devices/graft material/studies/special equipment	Yes	N/A

2. Site Marking: (Check "Yes", or "N/A" if marking is not required)

a.	Patient/parent/legal guardian verbalizes and points to location of surgery	Yes	N/A	
b.	Correct surgical procedure and surgical site marked	Yes	N/A	Unable to Mark

3. Surgical Pause "Time Out" - Immediately before starting procedure

a.	Correct patient identity verbally verified by staff – use 2 pt identifiers (e.g.(name/SSN/birth date	Yes	(required for all procedures)
b.	Correct side, and site and level marked	Yes	N/A
c.	Any required blood products, implants, devices and/or special equipment is available	Yes	N/A
d.	Correct patient position	Yes	N/A
e.	Labeled diagnostic and radiology images displayed	Yes	N/A
f.	Antibiotic administered	Yes	N/A
g.	Mark is visible after drape – make incision *only* if initials are visible and correct Or provider has specified "Unable to Mark" above	Yes	N/A
h.	All members of the procedure team are in agreement on procedure to be performed or a patient safety Time-Out is called (see table below)	Yes	N/A

• Site is confirmed with patient but unable to mark:	# Critical Steps Reviewed:

• Patient refuses marking
• Premature infant
• Technically/anatomically not able to be marked
• Single midline organ
• Site not predetermined – interventional procedures, spinal analgesia, etc.
• Teeth
  • Review the dental record including the medical history, laboratory findings, appropriate charts, and dental radiographs.
  • Indicate the tooth number(s) or mark the tooth site or surgical site on the diagram of teeth or radiograph to be included as part of the patient record.
  • Correct site verified 2nd time following single tooth isolation
	• Surgeon Review
	  • Critical or unexpected steps
	  • Operative duration
	  • Anticipated blood loss
	• Anesthesia Review
	  • Previous issues with anesthesia or peri-operative bleeding
	  • Airway status
	  • Any patient-specific concerns
	  • FSBG or b-HCG
	• Nursing Review
	  • Sterility confirmation (including indicator results)
	  • Equipment issues or any concerns

Verified by: _____ **Date & Time:** _____

☐ **Exception to time-out documentation above: By checking this block, I certify that I have performed and documented the required time-out procedures, as described above, in another document or format. (This includes either a written or electronic pre-operative nursing form, procedure note, or clinical / progress note, which is readily available for verification.)**

Provider / Assistant signature: _____ **Date & Time:** _____

Register No. Clinic/Ward No.

PATIENT'S INFORMATION: (For typed or written entries give:
Name – Last, First MI, grade, rank, rate, SSN, DOB, and hospital or medical facility)