

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)

<b>Y</b>	OPERATION OR PROCEDURE		SEDATION
	ANESTHESIA	<b>N</b>	TRANSFUSION

1b. DESCRIBE

**Anatomical Location: N/A**  
**Skin Lesion Excision**  
**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)

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**OPTIONAL FORM 522 (REV. 7/2008)**

Prescribed by GSA/ICMR FMR (41 CFR) 102-194.30(i)  
DoD Exception to OF 522 approved by GSA

**DETAILS OF PROCEDURE/TREATMENT****(Descriptive information about the specific procedure(s)/treatment(s) being performed)****Procedure/Treatment Description**

This procedure involves removing suspicious skin and tissue from the affected area.

You may be given a local anesthetic. This will numb the area to be treated. Your doctor will remove the suspicious skin and tissue using surgical tools. The tissue may be sent to a lab. It will be checked for cancer or other disease. Your surgeon will close your skin with stitches, staples, and/or sticky tape. A bandage will be put on the affected area.

In other cases, the wound may be left open. Your surgeon may place dressings that need to be changed once a day. The wound may be allowed to heal on its own, or you may need another surgery to close the wound. A bandage will be placed on the wound.

**Diagnosis**

An area of skin or tissue that appears suspicious for infection, cancer, or other disease.

**Benefits of treatment(s) or procedure(s)**

This procedure may allow your doctor to find out what is wrong. Your doctor can then plan treatment. The procedure may relieve pain, infection, or other symptoms.

**Reasonable risk / complications of surgical treatment(s) or procedure(s)**

- \* Bleeding.
- \* Bruising and/or swelling at the treatment site.
- \* Pain, numbness, swelling, weakness, or scarring where tissue is cut.
- \* Scar(s). Scars may be painful. They may limit function or range of motion. They also may not look the way you want them to.
- \* The procedure may not cure or relieve your condition or symptoms. They may come back and even worsen.
- \* You may have problems, diseases, or abnormalities, but this test may not find them.
- \* Your doctor may not be able to make a proper diagnosis.
- \* Damage to nerve(s). This may include temporary or permanent pain, numbness, or weakness. This may be discovered during the procedure or later.
- \* Reaction to local anesthesia or other medicines given during or after the procedure.
- \* You may need additional tests or treatment.
- \* Wound infection, poor healing or reopening of the incision(s). Blood or clear fluid can also collect at the wound site(s). Infection may require antibiotics and additional surgery.
- \* You may have cancer, but this procedure may not find or remove it.
- \* Accidental injection of the local anesthetic into a blood vessel. This may cause allergic reaction, seizures, irregular heartbeat, cardiopulmonary arrest, and death. It may affect your brain temporarily or permanently. This may disturb heart and lung function.

**Additional Risks Discussed (if applicable):****Alternatives to surgical treatment(s) procedures(s)**

- \* Watching and waiting with your doctor.
- \* Other types of surgery such as chemosurgery, laser, or cryosurgery to remove the suspicious skin or tissue. These involve using chemicals, lasers, or freezing techniques for the excision.
- \* You may choose not to have this procedure.

**Prognosis if not treatment is received**

If you choose not to have this procedure, your skin condition may get worse. It may spread to other areas. If you have cancer, it may be difficult or impossible to treat at a later time.

**Blood Transfusion (if applicable): Transfusion not expected**

Name of Interpreter (if applicable):

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## Procedural Time-Out (Universal Protocol checklist)

Procedure(s) to be performed is: SKIN TAG REMOVAL

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

a. Patient/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 <i>only</i> 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

<ul style="list-style-type: none"> <li>Site is confirmed with patient but unable to mark:</li> <li>Patient refuses marking</li> <li>Premature infant</li> <li>Technically/anatomically not able to be marked</li> <li>Single midline organ</li> <li>Site not predetermined – interventional procedures, spinal analgesia, etc.</li> <li>Teeth                             <ul style="list-style-type: none"> <li>Review the dental record including the medical history, laboratory findings, appropriate charts, and dental radiographs.</li> <li>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.</li> <li>Correct site verified 2<sup>nd</sup> time following single tooth isolation</li> </ul> </li> </ul>	<b># Critical Steps Reviewed:</b> <ul style="list-style-type: none"> <li>Surgeon Review                             <ul style="list-style-type: none"> <li>Critical or unexpected steps</li> <li>Operative duration</li> <li>Anticipated blood loss</li> </ul> </li> <li>Anesthesia Review                             <ul style="list-style-type: none"> <li>Previous issues with anesthesia or peri-operative bleeding</li> <li>Airway status</li> <li>Any patient-specific concerns</li> <li>FSBG or b-HCG</li> </ul> </li> <li>Nursing Review                             <ul style="list-style-type: none"> <li>Sterility confirmation (including indicator results)</li> <li>Equipment issues or any concerns</li> </ul> </li> </ul>
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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)