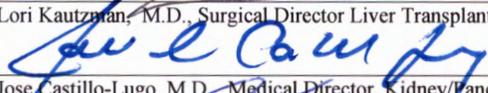
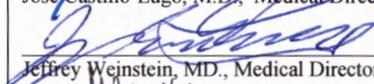
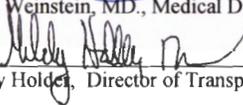


 The Transplant Institute METHODIST DALLAS Methodist Dallas Medical Center	Title: Cancellation of Procedures	Effective Date: 09/17/2020
	Section: Liver, Kidney, Pancreas	
Approved by:  _____ Lori Kautzman, M.D., Surgical Director Liver Transplant  _____ Jose Castillo-Lugo, M.D., Medical Director, Kidney/Pancreas Transplant  _____ Jeffrey Weinstein, MD., Medical Director Liver Transplant  _____ Melody Holder, Director of Transplant Clinical Operations		Revision Date(s): 06/2023 Next review Date: 06/2026

Purpose: To provide guidance to the transplant team regarding a standardized process of canceling patient procedures to ensure patient safety

Policy: All procedures that are canceled within 48 hours of the scheduled time will be communicated and documented as follows:

- Face-to face communication between Coordinator and Scheduler, where feasible
- Person-to person telephone calls
- Telephone call to patient by the Transplant Coordinator notifying them of cancellation
- Telephone call to the Scheduling Department to notify of cancellation
- All communication will be timely and will be appropriately documented in the EMR as a Telephone Encounter

EMR Result Notes should **not** be used to communicate this.

If a procedure is canceled >48 hours before it is scheduled, the Scheduler may be notified via an EMR Message

For all canceled procedures, regardless of timeframe, it is the responsibility of the sender to follow-up to ensure cancellation