

Exam Ordering: Emergent and Non Emergent

Purpose:

To provide the means to schedule patients for CT scan procedures.

Policy:

NON-EMERGENCY SCANS

A referring physician (not medical student, nurse or clerk) will fill out the CT Physician order form. The information provided on this form should be sufficient to indicate the need for a CT exam. The information provided will be: patient's name, hospital number, birth date, location of patient, diagnosis and clinical information.

In-patient exams will be ordered through the hospital's Invision system and the patient will be added to the existing in-patient list in the order that they are received. The completed requisition will remain on the patient's chart until CT personnel pick it up or the patient is brought to the CT department to have exam done.

Out-patient exams will be scheduled using the Resource Scheduling module of Invision. In cases when the available date is unacceptable, the service should contact the CT reception desk at 5-6212 for information regarding a more recent date. Please have the completed requisition available when calling to make the appointment. Personnel from clinics ordering examinations are responsible for the following:

1. Deliver completed order to the CT office
2. If clinical laboratory values are needed for examination, make sure the blood is drawn before patient leaves the clinic
3. If patient is on the medication Metformin, a return clinic appointment for serum creatinine and BUN must be given to patient before patient leaves clinic

EMERGENCY SCANS

CT scans for true emergencies will be provided at any time. It should be stressed that this means *bona fide emergencies* and not "**convenience**" examinations that could or should be ordered during normal hours of operation.

All emergency examinations have to be approved by the Radiologist (staff or resident) covering CT. Any physician wishing to order an emergency CT scan must contact the appropriate Resident or Staff Radiologist. Call ext. 5-6663 or 5-6212 to determine the appropriate person to contact.