

MRI Safety Screening Questionnaire

PURPOSE: To define the process to ensure patient safety prior to MR Imaging

POLICY: The MR questionnaire (s/n 1384) is a screening form that must be completed before a patient can receive a MR. All questions must be answered with a specific “yes” or “no” or specific further information must be provided. This form is to be completed by the patient. However, if the patient cannot communicate, a family member will be required to complete and sign the questionnaire. If the patient is unable to communicate and there are no family members present, utilize Rad Proc Screening unresponsive or unreliable patients. The questionnaire must be completed every 24 hours if a MR is reordered to assure no changes have taken place the might prohibit an MR.

PROCEDURE:

Inpatients:

1. After the physician writes the order for the MR, nursing staff should give the questionnaire to patient so that the patient may complete the form. This should be done prior to entering the order in the hospital computer system.
2. Upon completion of the form, the patient will notify nursing staff that will place form on the medical record chart.
3. Nursing may notify MR section that questionnaire is complete and on the chart by calling 675-7456.
4. Upon the patient’s arrival in MR department, MR Level 2 staff will review the completed questionnaire form orally with the patient or family prior to permitting patient into the scan room.
5. The completed screening form will be scanned into the RIS program using the Kodak Scanner located in H2-10.
6. Using RIS tracking the technologist will enter necessary data in section “to be completed by MR technologist.”(MR Tech note)
7. After the procedure is completed, the form shall be returned to the patient’s medical record chart.

Outpatients:

1. Outpatients shall have the questionnaire completed at the time the exam is scheduled in the clinic. The questionnaire shall be forwarded along with the consult to the MR department.
2. In the event the questionnaire is not completed at the time of scheduling, the outpatient will be required to complete the questionnaire upon arrival in MR department. If the patient is unable

to complete the form, the MR personnel may assist the patient with reading or writing, provided the patient appears to be a coherent historian.

3. MRI reception staff will review the completed questionnaire form on outpatients if available and scan form into RIS program.
4. If form is not available staff will enter data into RIS program
5. And the form shall be placed in a designated area to be delivered to medical records daily.

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