LSUHSC-Shreveport
Department Of Radiology
Proc 13.1

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 complete the order in the Pelican system. The information provided will include adequate diagnosis and clinical information exhibited by the patient requiring the exam.

In-patient exams will be ordered through the hospital's Electronic Health Record (EHR) Pelican. The released order transfers to the technologist worklist, where the exam will be protocolled by the radiologist and performed by the technologist.

Out-patient exams will be scheduled using the Cadence module of Pelican. 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 order, pre authorization (if required) and current lab available before the call is made.

 Personnel from clinics ordering examinations are responsible for the following:

1. Entering the orders into Pelican.
2. If clinical laboratory values are needed for examination, make sure the lab is ordered and blood is drawn before patient leaves the clinic.
3. If patient's insurance requires prior authorization for the study, it should be obtained prior to scheduling exam.
4. 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.

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12/06; 01/09; 12/12