

Department: Radiology	Section: CT	Effective Date: August 2004
Procedure Number: 13.3		Revision: October 2013

CT Physician Order Form

Purpose: This policy is to be used as a backup plan when the Pelican (EHR) System is down or unavailable to be used. To ensure accurate information, required to complete a CT scan procedure, is available prior to patient's arrival.

Policy: Accurate clinical information and patient history is a prerequisite to having a CT scan performed on a patient. Critical information is needed not only to assure the patient's safety but also to ensure that the proper examination is performed.

Procedure:

1. The Physician order is to be completed by the physician ordering the study. The information provided must be pertinent to the exam being requested. All required fields must be completed before the exam will be performed. Handwriting must be legible with relevant signature and pager number. Detailed instructions for completing the order are:
 - a. Area to be examined- part of body to be scanned (i.e. Chest, Abdomen and Pelvis).
 - b. Contrast- Specify without or with IV contrast; Specify without or with oral contrast.
 - c. History/Clinical Information- Relevant signs or symptoms exhibited by the patient. Include any known disease processes and/or therapy received. **Please note rule out is not acceptable.**
 - d. Fields required for studies with contrast- Required information critical to the patient's safety if IV contrast is ordered.
 - e. BUN/Creatinine – Recent laboratory values must be available. Outpatient lab can be within the last 60 days, inpatients within last 24 hours.
 - f. Patient's pregnancy- status is required prior to administration of ionizing radiation.
 - g. Physician signature – Ordering physician must print and sign name in a legible manner. Pager number must be provided.
 - h. Check all that apply – Some of the most common diagnosis or clinical symptoms have been listed. This list is not inclusive, please use the appropriate code.
2. The Physician order will be delivered to the CT scan area (1D-1) or may be faxed to extension 5-8098. **This process does not replace order entry in Pelican.**
3. The CT staff will provide Radiologist with the order sheet for review and final procedure protocol.

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4. The CT staff will separate Physician order and send carbon copy to the pharmacy; the original will go on the chart after procedure has been completed.

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