 University Health™	Policy #: Rad Proc 14. 5. 4
SUBJECT: MRI – Scheduling Procedures that Require Anesthesia Sedation	Effective: 07/1/2017
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PURPOSE:

Purpose: To establish a guideline to utilize when scheduling patients for a radiology procedure requiring sedation


Policy:

The ordering physician will:

1. Consult with the Radiologist regarding the exam.
2. Complete an orders only encounter in EPIC.
3. Complete MRI questionnaire
4. Order the exam in EPIC.
5. Initiate preauthorization or community referral if necessary.
6. Contact MRI Manager for appointment date and time.
7. Schedule PAT appointment (Pre OP Cl.)
8. Contact OR to Post case with Anesthesia using apt date and time
9. Place Admit and discharge orders and etc in chart.
10. Explain to the patient/family why the procedure is needed and why sedation is necessary.
11. Give verbal instructions over the phone as well as mail written instructions to family (explaining admission process and pre and post procedure sedation plans/expectations).
12. Notify family of appointment date and time

Upon admission floor will

1. Place IV, and check for necessary lab values (bun, creat. . .)
2. Transport patient to MRI for procedure.

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Radiology personnel will:

1. Communicate with Anesthesia sedation as needed on day of ordered exam to confirm radiology procedure time.
2. Call for patient after checking lab if necessary, inquire about completion of MRI questionnaire if applicable.
3. Perform ordered exam(s).

Written: 07/2017