

 University Health™	Policy #:4.25
SUBJECT: Outside Requests for Imaging Physician without University Health Privileges	Written: 10/72 Reviewed:10/16
APPROVED BY: Director of Radiology	Page 1 of 4

Outside Requests for Imaging Physician without University Health Privileges

Purpose:

The policy will define the process for physicians who do not have ordering privileges at University Health Shreveport to request imaging services.

Policy:

Requests for imaging services from physicians without ordering privileges will be processed by the Administrative Director of Radiology. All requests must be approved by the Department of Radiology Chair before services are rendered. Requests should be submitted in a written format to include:

1. Patient demographics
2. Precertification approval if applicable
3. Physician contact information (including method of contact for reporting of critical values).
4. Signed physicians order for imaging requested and reason for request
5. Brief clinical history

The Department of Radiology Chair will be ordering physician of record for the exam(s) and will be the contact for critical values and any follow-up the patient needs at the time of the exam (i.e., contrast reaction or other medical event). The Chair is also responsible for designating a faculty radiologist to serve in this capacity when he/she is not available.

Procedure:

See page 2 for procedure diagram.

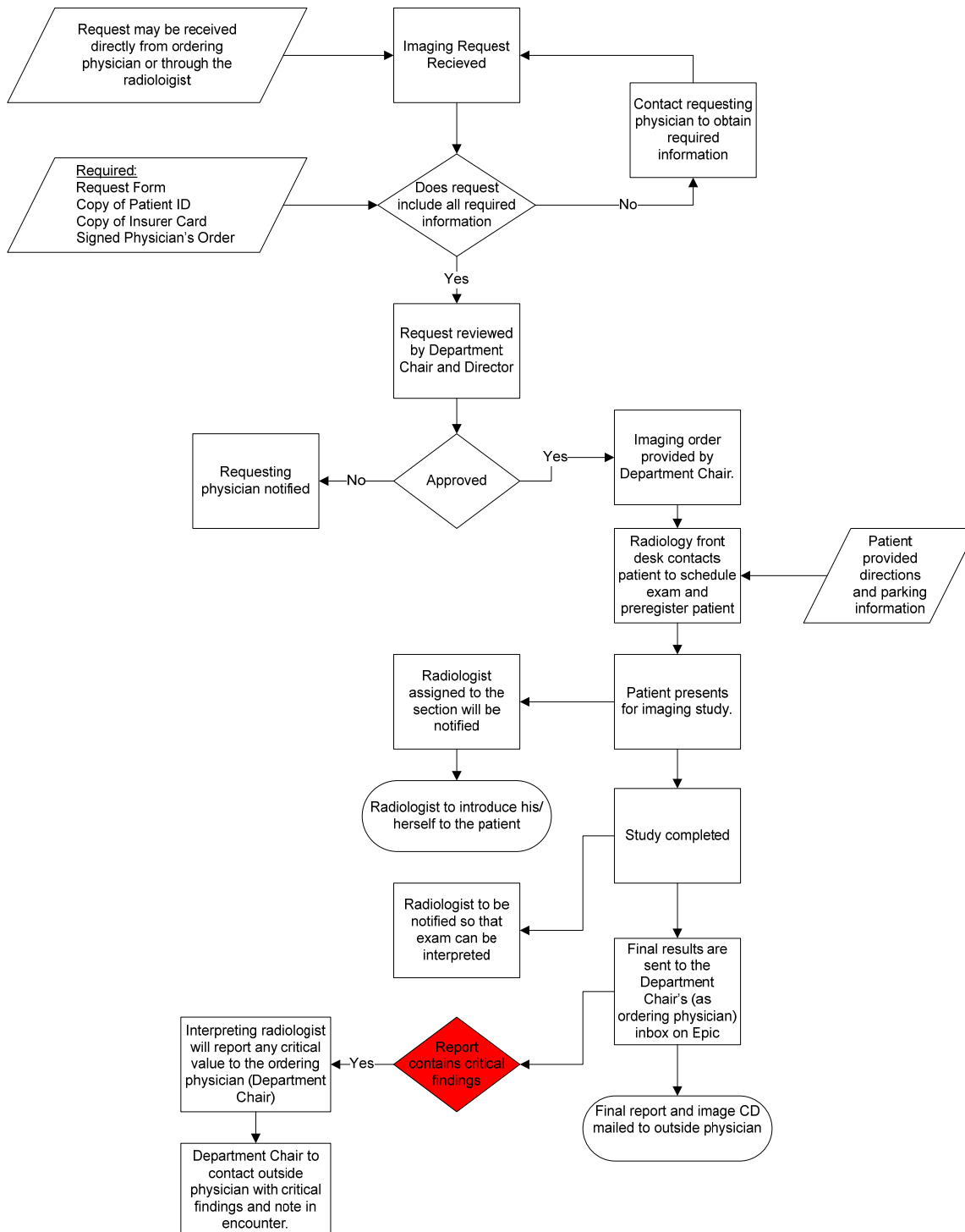


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Additional Procedures:

Adverse event while patient is in Radiology – The technologist will follow the standard procedure of notifying the applicable response team; i.e. START team, Code team. For these patients the Radiology Chair or Designee will also be notified and will be the patient’s physician of record.

Scheduling – Every effort should be made to provide the patient an appointment as soon as possible. When the appointment is made the patient and referring physician (or physician office) is to be notified.

Result Notification – The final report for the patient will be sent to the outside requesting physician as soon as it is complete.

Outside Imaging Log – The CT/MR Manager shall maintain a log of all outside imaging activities.

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When a physician's office calls to request an exam be performed here at University Health and the doctor does not have privileges, the exam must be approved through the Radiology Chair's office and administration. The following information is required and should be faxed to **318 675-6211**:

1. Face Sheet for patient (patient demographics). A request form can be faxed if the office does not have a face sheet.
2. Insurance information.
3. Pre-certification if needed by insurance.
4. Physicians order to include exam requested, IV and oral contrast necessity and correct ICD9 codes for procedure.
5. Clinical information to include diagnosis, reason for the study what is physician looking for.
6. If contrast is ordered, BUN and Creatinine dated within 60 days of exam.

Once received, this information will be transferred to the approval form and given to manager or supervisor to gain approval. This patient will be added to the spreadsheet.

Once approval is given by administration, the patient is notified and appointment is made. The ordering physician is notified of the appointment also.

When patient arrives to have exam done the radiologist assigned to the section will be immediately notified.

The radiologist will also be notified when the exam is complete so that it can be interpreted.

The report will be faxed to ordering physician when completed and the exam CD will be mailed to the physicians' office.

Updated: October 2013

Updated: April 2014

Imaging Request Form (Available for download or print from department website Rad Policy 4.25.1)