

 University Health™	Policy #:4.35
SUBJECT: Radiology <u>Outpatient</u> Pre-authorization and Scheduling Workflow	Written: 10/13 Reviewed:10/16
APPROVED BY: Director of Radiology	Page 1 of 1

Radiology Outpatient Pre-authorization and Scheduling Workflow

Purpose:

Radiology outpatient procedure orders shall be reviewed by the Registration and Scheduling office prior to the exam being scheduled. Each order shall be reviewed for:

- ☐ Clinical history - Does the clinical history support the exam needed?
- ☐ Authorization - Does the patient's insurer require preauthorization for the exam?

This policy will define the processes to be used to review and schedule an order.

Policy:

All orders for non-emergent outpatient exams shall be reviewed prior to scheduling. Any deficiencies such as inadequate clinical history or no pre-authorization must be corrected prior to the exam being scheduled.

Procedure:

The diagram on the following page illustrates the workflow process.