University Health™ Shreveport	POLICY#: 4.36
SUBJECT: Order Execution	Effective: July 1, 2015
APPROVED BY: Radiology Director	Page 1 of 1

**Purpose:** To ensure accurate information required to complete a scan procedure is available prior to patient's arrival.

**Policy:** Accurate clinical information and patient history is a prerequisite to having imaging 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. 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/eGFR 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.
- 2. The Physician order is viewable on the exam work-list in RIS.
- 3. The Radiologist will be provided with the order for review and to determine exam protocol. At which time the Radiologist will consider the patients age, and recent exams to decide the most appropriate exam protocol.
- 4. The Radiologist will return the order to the department staff for exam to be performed per protocol.
- 5. When the patient arrives to the department for imaging prior to scanning, the technologist will verify:
  - a. Correct patient
  - b. Correct imaging site
  - c. Correct patient positioning
  - d. Correct imaging protocol
  - e. Correct scanner parameters