

TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)



INTERFACILITY TRANSFER : FLOW OF RADNET ORDERS

Scenario 1 Stat

Patient is sent from Fort Erie/ Port Colbourne for Diagnostic Exam

Patient has 2 Encounters

Sending site (FE/ PC) ED Nurse will create a 2nd encounter on the receiving site ED for the Diagnostic Test

There are 2 options for Ordering Prescribers:

1. Pre -Reg encounter is created at receiving ED site the UCC physician will place the CT/MR order on that 2nd encounter as a **future order** which will be activated when patient registers and shows up in ED
2. After the pre-reg is created, the RadNet order can be placed directly on that new encounter in a **non-future** status so that it will directly route to the tech's worklist as an active order.

Order will flow to correct Tech Worklist

Scenario 2 Non – Stat

Inpatients /ED patients @ NFS Welland PC FE need Interventional Radiology Procedures that can only be done @ SCS

Patient will have a Single Encounter

Order is placed as a **"future order"**

Transfer to day Surgery (Site to Site) Order will need to be placed by ordering prescriber for all Single Encounter transfers

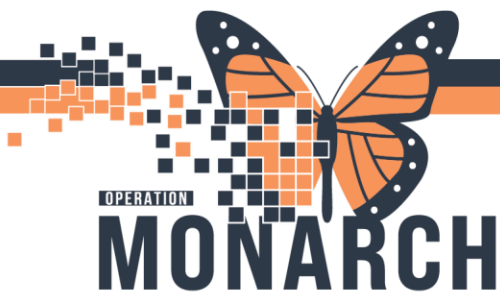
Ordering Prescriber needs to put in Special Instruction inpatient @ site" ---"for Radiologist to be able to view

If this procedure can only be done at SCS this order will flow to IR radiologist Protocolling List

After Radiologist protocols /approves, this order will then flow to DI Scheduler's Work queue Radiology Request: SC

Verbal communication to Charge tech of pending request will still be necessary

Charge tech works with Scheduler as this patient sometimes needs to book Same day bed as well



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Scenario 3 non-stat

Select IR Procedure that can be done @ Welland but decision to be performed at another site

Patient will have a Single Encounter

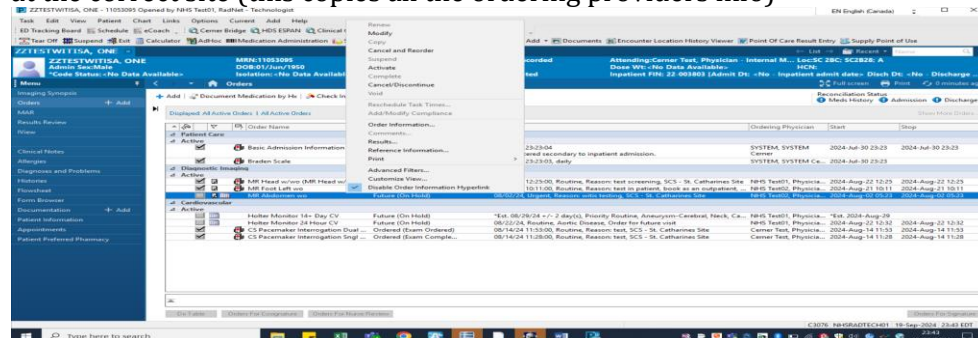
Order is placed as a non-future order

Transfer to day Surgery (Site to Site) Order will need to be placed by ordering prescriber for all Single Encounter transfers

Follows IP/ED: Non-Future Order Workflow: Routes to Welland Tech Worklist

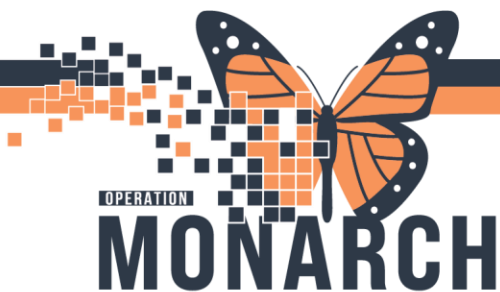
Department: WS Medical Imaging	Section: WS IR/FL	Subsection: All subsections	Exam Room: All exam rooms			
Exam: Transcription Unapproved Requests						
Exam Status: All	Schedule Indicator: All	Waiting Status: All				
Patient Name	Allergies	Patient Type	Procedure Name	Accession Number	Exam Status	Priority

Tech consults with Radiologist decided patient needs transferred to SCS/NFS for IR procedure. Tech will need to do a cancel and replace with a future order within the Power chart at the correct site (this copies all the ordering providers info)



This will now flow to the IR Radiologist Protocolling Worklist and follows Scenario 2

This will be accompanied with verbal communication



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Scenario 4 non-stat

Patients are sent Site to Site for Diagnostic Tests that can't be performed at their site MRI /CT Non-Procedural

Patient will have 2 encounters

Order is placed as a **future Order**

Prescriber writes comment in special instruction that is an inpatient
Routes to Radiologist Protocolling List
After Radiologist protocols Routes to Scheduling

Verbal Communication will need to happen between Radiologist/Tech/Scheduler

Scenario 5 Stat

IR procedures weekday /after hours

Patient will have a single encounter

Order is a **future Order**

Transfer to day Surgery (Site to Site) Order will need to placed by ordering prescriber for all Single Encounter transfers

Routes to Radiologist Protocolling List
(After protocolling always Routes to Scheduling)

Radiologist needs to write comment in special instruction in order to indicate to Schedulers this is an inpatient "Stat"

Verbal Communication with on call team
Receiving physician is arranged by ordering Prescriber

Once the patient is completed it will fall off the Scheduling queue