

**SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

No: X-RAY-1

Page 1 of 2

Subject: APPROVAL FOR DIAGNOSTIC IMAGING

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Original Issue Date: 9/2001

Supersedes: 10/2013

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T.J.C. Standards: PC. 01.02.15 Diagnostic testing and procedures are performed within time frames defined by the hospital. (EP. 10 & 12)
NPSG.0.01.01 Goal 1 Improve the accuracy of patient identification

Related Policies #OPD-8 Appointment System

Issued by: Radiology Department

I. PURPOSE:

To ensure that diagnostic imaging request are reviewed and approved prior to the scheduled appointment.

II. DEFINITION

All procedures performed by a physician member of the Radiology Department must be reviewed for appropriateness before confirmation of the appointment is made.

III. RESPONSIBILITIES

Radiology

IV. PROCEDURES/GUIDELINES

1. Preliminary appointments are to be issued by the scheduling office.
2. The patient will be brought to the Radiology department when approval by the appropriate member of the Department of Radiology is confirmed. Routine imaging studies are ordered through 2 primary electronic ordering systems: i.e. Healthbridge/T System. In some cases clinic and outpatients may present a hard copy order request form. In all cases, the request will be reviewed and confirmed for accuracy. The following information must be attached to all Radiology requests regardless if on hardcopy or electronic.
 - PT Identification: including DOB.

XRAY-1 APPROVAL FOR DIAGNOSTIC IMAGING

- Pt. Location
- Examination requested,
- Appropriate clinical diagnosis

The referring Physician's name and identification number must be clearly identified(if on hardcopy order form)

V. ATTACHMENT:

- *UHB Radiology Request Form*

VI. REASON FOR REVISION:

Review

VII. REFERENCES:

- *TJC Standards*
- *UHB Policy (OPD-8) Appointment System*

Date Reviewed	Revision Required (Check One)		Responsible Staff Name and Title
9/2001	(Yes)	No	CHARLES Carbone, Associate Director Radiology
10/2013	(Yes)	No	CHARLES Carbone, Associate Director Radiology
11/2015	Yes	No	CHARLES Carbone, Associate Director Radiology
	Yes	No	