



CHEAT SHEET: Ordering medical imaging

ATTENTION PLEASE

All clinical staff

Read on...

Placing an order for medical imaging requires attention to a number of fields in the ieMR and consideration of new workflow steps.

Consultants must co-sign: MRIs, CTs, PET scans and AFs
Right click and request a co-sign from the relevant SMO

Check you have the correct encounter
Encounter type = correct episode of care
CHQ location code = correct facility and work area
For more info see CHEAT SHEET: Check you have the correct encounter

Ensure all medical risks/alerts are included:

- Infection risk | Asthma
- Asthma
- Contrast allergy
- Diabetic
- Infection risk
- Insulin
- Metformin
- Nephrotoxic drugs
- None
- Pregnant yes/unknown
- Renal impairment
- Unknown

MR consideration details
Eg: Programmable shunt

Indicate the requested date and clinical details: to support triage and booking of requests

Paper order only: if you are certain the patient will have the medical imaging done at another facility

Complete special instructions:

- GA required discussed with parent/carer consent given
- Pls with OPD apt in 6 weeks
- Pls req US, XR at the same time
- Pathology req during this exam
- Views required e.g. PA/Lateral

Key considerations

Authorised orders

- Orders will only be processed within your scope of practice
- Nurse orders will not be progress even if co-signed

Urgent or same day medical imaging

Always phone medical imaging to confirm the order can be processed in the requested timeframe (as per previous practice)

Avoid duplicates

Always check the orders section of the patient's chart before placing orders to avoid duplicates

Call Medical Imaging on ext. 3117

- If the order is urgent
- If you are unsure of what to order
- If you need to cancel an order

Questions, or want more info?
The ieMR team is here to help!

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