



CHEAT SHEET: Ordering medical imaging

ATTENTION PLEASE

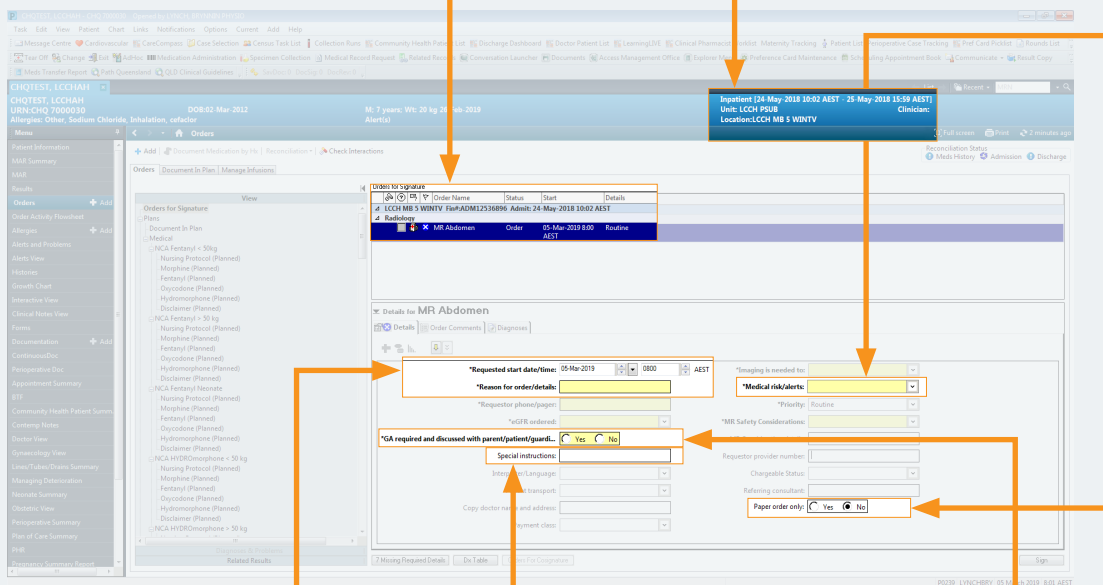
All clinical staff

Read on...

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

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

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



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

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

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

Complete special instructions:

- Patient suitability for a mock examination to avoid the need for anaesthetic
- 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

GA field

- GA required and discussed with parent/patient/guardian field is mandatory
- GA status will print on the requisition form

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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