Subject: PORTABLE EXAMINATION REQUEST

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Reviewed by: Donna McKenzie, EMBA.

Approved by: HYMAN Schwarzberg, M.D.
Harry Zinn, M.D.

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T.J.C. Standards: PC.01.02.15 (EP.01.) The hospital provides for diagnostic testing. EC.02.02.01 Hospital manages risk related to hazardous material and waste (EP.5&7) IM.02.02.03

Related Policies No. RAD-3

Issued by: Radiology Department

I. PURPOSE
To provide guidelines for Portable Examinations Requests on patients who are unable to be transported to the Radiology Department for radiographic examination.

II. DEFINITION

III. POLICY:
Portable examinations are ordered electronically either in Healthbridge or the T System. The Radiology department can also be notified of the pending exam by contacting the Main Reception Desk at extension 3122 or Beeper (917)-761-1635.

IV. RESPONSIBILITIES:
Radiology, House Staff, all Clinical Departments and Nursing Stations

V. PROCEDURES /GUIDELINES
1. Request for examination is sent electronically to Radiology
2. Clerk collects request form from printer and contacts the manager on duty or the technologist assigned to perform portable examinations.
3. Portable examination will be performed within one hour of notification of request, with the exception of Daily AM portables ordered for the critical care units. These exams will be performed starting at 5am.
4. STAT. portable examinations will be performed ASAP upon notification.

VI. ATTACHMENTS:
None

VII. REASON FOR REVISION: Review

VIII. REFERENCES:

*RDA-3 Ordering a Radiology Study*

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<th>Revision Required (Check One)</th>
<th>Responsible Staff Name and Title</th>
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<td>Yes (No)</td>
<td>Charles Carbone, Assoc. Dir. Radiology</td>
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