

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

No: X-RAY-16  
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**Subject:** PORTABLE EXAMINATION  
REQUEST

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**Reviewed by:** Donna McKenzie, EMBA.,

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**Original Issue Date:** 4/2002

**Supersedes:** 9/2013

**Effective Date:** 2/2015

**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*

<b>Date Reviewed</b>	<b>Revision Required (Check One)</b>		<b>Responsible Staff Name and Title</b>
9/2008	<b>Yes</b>	<b>(No)</b>	Charles Carbone, Assoc. Dir. Radiology
10/2010		<b>(No)</b>	Charles Carbone, Assoc. Dir. Radiology
9/2013	<b>Yes</b>	<b>(No)</b>	Charles Carbone, Assoc. Dir. Radiology
2/2015	<b>(Yes)</b>	<b>No</b>	Charles Carbone, Assoc. Dir. Radiology