



REQUESTS FOR DIAGNOSTIC IMAGING SERVICES	Diagnostic Imaging  DI-400
<b>Issuing Authority</b>	<b>Kenneth Baird, Vice President</b> Signed by Kenneth Baird Dated December 4, 2018
<b>Office of Administrative Responsibility</b>	Diagnostic Imaging Program
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<b>Level</b>	Two (II)
<b>Original Approval Date</b>	July 22, 2011
<b>Effective Date</b>	Upon signature
<b>Scheduled Review Date</b>	July 2012; May 2013; Aug 2014; Aug 2015; Aug 2016; Jun 2018; December 2019
<b>Actual Review Date</b>	May 22, 2012; Aug 28, 2013; Aug 20, 2014; Jun 1, 2017
<b>Revision Date(s)</b>	August 21, 2015; December 4, 2018

## Overview

A standardized Diagnostic Imaging requisition is used to ensure examinations are scheduled as soon as possible or walk in examinations are not delayed. It is important that requests for diagnostic imaging services be made using the standardized requisition.

Requests for in-patient examinations and emergency room examinations must be ordered electronically through Meditech Order Entry, or where online order entry is not available, using the hard copy standard requisition.

## Policy

Diagnostic Imaging examinations shall be done only on the written request of a physician/chiropractor/nurse practitioner or when ordered through Meditech by means of Order Entry. All examinations requested shall be within the health professional's scope of practice.

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Requisitions must contain adequate, legible information about the patient, the physician, and the examination(s) requested to ensure that the appropriate examination(s) are scheduled, performed, interpreted, and reported in a timely manner.

All requisitions shall include the following:

**Patient Identification**

- Patients Name
- MCP Number
- Date of Birth

**Examination Requested**

- Clinical History
- Signature of the referring clinician

***Note the following exceptions:***

- ICU and OR requests co-signed by the nurse shall be accepted.
- Requests by a medical school student/resident shall be accepted if the responsible physician is clearly noted on the requisition.

**Policy Details**

Requests for diagnostic imaging must:

- be received on an approved diagnostic imaging requisition specific to the examination requested or ordered electronically through Meditech Order Entry
- be legible and have all required fields of the requisition completed
- include patient's name, date of birth, MCP number, clinical history, legible physician name (stamp preferred), signature of referring physician, and current address and phone number of the referring physician

Requisitions shall be returned (which will delay appointment scheduling or walk-in examinations will not be performed) if requisitions are not legible or if all required fields including patient/physician information is incomplete; except in cases where refusal will have a potential negative medical outcome for the patient.

Requests on approved requisitions shall expire six (6) months from the date of issue by the physician after which a new referral is required.

All ordering clinicians must be registered in the Meditech Provider Dictionary; including, locums, out-of-province physicians, etc.

**Scope**

This policy applies to all Eastern Health Diagnostic Imaging staff and all

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physicians/nurse practitioners/medical students/residents/chiropractors that, within their scope of practice, request diagnostic imaging services.

## Purpose

To ensure proper patient identification (PPI) is adhered to in accordance with Eastern Health's policy; to increase patient safety and minimize risk of exposure to radiation by ensuring the correct examination is performed in accordance with clinical history; to ensure adequate, accurate, legible information is provided prior to scheduling diagnostic imaging examinations/procedure; to provide direction to diagnostic imaging staff, referring physicians, nurse practitioners and medical staff prior to accepting/completing requests for diagnostic imaging services; and to ensure communication of the exam/procedure report to the ordering physician.

## Guidelines

- Use of a physician office stamp containing the provider's information is preferred to ensure physician information is legible.

## Supporting Documents *(References, Industry Best Practice, Legislation, etc.)*

- Association of Registered Nurses of Newfoundland and Labrador (2013). *Standards for Nurse Practitioner Practice in Newfoundland & Labrador*, April 2008. Accessed on November 26, 2018: [https://www.arnnl.ca/sites/default/files/documents/Standards\\_for\\_NP\\_Practice\\_NL.pdf](https://www.arnnl.ca/sites/default/files/documents/Standards_for_NP_Practice_NL.pdf)
- Canadian Medical Protective Association (2012). *Safety Framework for the Follow-up of Diagnostic and Screening Test Results*. Accessed on Nov. 5/18: [https://www.cmpa-acpm.ca/static-assets/pdf/education-and-events/workshops/com\\_18\\_the\\_safety\\_framework\\_for\\_the\\_follow-up\\_of\\_diagnostic\\_and\\_screening\\_test\\_results-e.pdf](https://www.cmpa-acpm.ca/static-assets/pdf/education-and-events/workshops/com_18_the_safety_framework_for_the_follow-up_of_diagnostic_and_screening_test_results-e.pdf)

## Linkages

- PRC-130 Positive Patient Identification
- 415-ADM-DI-210 Expiration of Diagnostic Imaging Requests for Walk-In Services

## Key Words

- Requisition
- Diagnostic Imaging Requests

## Definitions & Acronyms

<b>Approved Requisition</b>	A requisition that is provided by Eastern Health either by hard copy or available for printing from the INTRANET or Eastern Health website.
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