

NEURORADIOLOGY EVENING AND NIGHT TIME EXAM INTREPRETATION*

An Update -- 1-4-2012

*Please note that in spite of the best efforts reflected in the following policy IT document flow sometimes causes imaging requests to be “misplaced” in our workflow databases. These technical/clerical issues can be due to exams not being closed or corporate ID # problems. These problems will be eliminated by this time next year by our move to the Radiant system within Epic. Radiology has fail safe procedures developed that will discover these problems by routinely performed archive searches but even with such periodic searches the system remains imperfect and this may cause occasional delays in reporting. Referring services may receive a report, at any time 24/7/365, and more timely inform corrective action of such IT glitches by **calling** the contact phone 44385 **during regular business hours** and 44381 **after hours as defined on *xray.ufl.edu* by clicking on Contact Us” (upper right hand corner)**. Reports are always available promptly if we are called and any deviation from such responsiveness should be reported to the Chairman at 5-0296.

1. Evening Shift - 4:00 PM to Midnight:

- a. **All acute trauma cases (MR & CT)** - positive, negative, normal and no change will be dictated and sent to Powerscribe to the Attending on AM brain/consult.
- b. **All non-trauma normals CT's** (ER, outpatient and inpatient cases) will be dictated and sent to Powerscribe to the Attending on AM brain/consult.
- c. **All non-trauma MR & non trauma positive CT cases**, (non-trauma ER, outpatient and inpatient cases). These cases need to be screened for acute unexpected critical results (but not dictated). They need a written preliminary read with documentation of the results called to the specific referring health care provider as needed and **legibly** documented by date, time and contacted provider name on the written preliminary sheet. These written preliminary reports will be organized and given to the Resident covering from midnight to 8:00 AM in the North tower.
- d. The actual requests plus the results sheet for the non-dictated cases will be left for the covering film library attendant who will give these reports to the *Neuro fellows* (or attending if a fellow is not available) for appropriate distribution.
- e. All critical result cases and any questionable cases **must** be checked by the late night shift advanced resident, especially CTA and stroke MR. There **must** be a detailed handoff of cases in progress or any that may need additional follow up between shifts.
- f. **On Friday and Saturday evening shifts** – all studies will be dictated and sent via Powerscribe to the Attending on AM brain/consult.

2. Night Shift – Midnight to 8:00 AM

- a. **All reports** will be *dictated* and sent on Powerscribe to the Attending on AM brain/consult. However, if the attending comes in early (to be arranged ahead of time) to review the cases with the night shift resident, the dictated reports will then be sent to the Attending after the exam has been reviewed.
3. When a Trauma case is interpreted and the patient has a “Trauma Name”, the “Trauma Name” and the medical record number **must** be placed at the top of the dictation.
4. The Neuro service has a mandate to have all trauma cases interpreted, reviewed and signed by the Attending by 10:00 AM every day. Thus, Residents and Attendings will give Trauma cases priority and residents will present trauma cases to the attending prior to other cases except those of otherwise critical acuity.
5. All Neuroradiology exams with appropriate prior exams will be sent to both Neuro computers in the South Tower and all Neuro computers in the North Tower. Both Neuro computers in the South Tower will be available for the Neuro Residents and Attendings.