**Trauma and Emergency outside read process for patients seen in the Emergency Room**

**TRAUMA:**
Outside read order is included in trauma pack

**ED:**
Outside read order is entered in Poseidon by physician

Radiology Film library clerk* receives disk from ED or EMS designate

Outside read order is reprinted by Film library clerk*

Film library clerk* loads disk in CD reader

Film library clerk* tests if disk is compatible with PACS or just viewable

Compatible with PACS or is a Direct Archive to Archive** transfer

Incompatibility will be communicated to trauma team or ED and confirmed in dictation

EMS + ED decides to re-scan patient or not

Not compatible with PACS, but viewable

Disk is not compatible with PACS but can be opened and viewed on Radiologist workstation

**Outside read Body**
Radiologist (faculty or resident) will screen outside study by criteria in a predetermined acceptable range.

Study will be dictated. If multiple studies in this category are dictated, they will appear in one report.

**Outside read Neuro**
Radiologist (faculty or resident) will screen outside study by criteria in a predetermined acceptable range.

Study will be dictated. If multiple studies in this category are dictated, they will appear in one report.

*Film library clerk back up is Rad tech or CT tech

**Currently the only examples are HMA studies

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