

Eric Thoburn, MD
Vice Chair of Quality and Patient Safety

Dictation of Outside Imaging Studies

Admin Approval:
Next Review:

Division/Faculty: General/Thoburn

Subject: Dictation of Outside Imaging Studies

Purpose: **Part 1:** Define the protocol for interpreting outside imaging studies for the Emergency Medicine and Trauma Services, and for other emergency or critical patients arriving under the care of other services.
Part 2: Define the protocol for interpreting outside imaging studies for all other services
Part 3: Define the protocol for residents providing verbal reports on non-ER/Trauma outside imaging studies

Policy: **Part 1:** The policy of the radiology department is that when a request is received from the ER or Trauma service for an outside imaging read that this request will honored. An outside report is advised, if available, but not a requirement and the request for official read must be honored in the absence of such a report.

Emergency medicine or Trauma Service physicians or resident physicians of other services who are responsible for the acute care of a transferred patient who request an official dictation of outside images must do so in one of the following manners:

- 1) Images provided by an outside institution on disk are to be loaded into the UF Health image storage and transfer systems for review at the radiology workstation.
- 2) Alternatively studies may be transferred to storage and transfer systems via a web based image transfer tool (Powershare) that has been adopted by many of our referring institutions. It is the responsibility of the clinical team to request the transfer of images to the Powershare system for retrieval and uploading by the film library staff.
- 3) On rare occasion a study may also be read, if it can be uploaded, with a reader on the disk. This would require the physician to hand deliver the disc to the appropriate reading room for review.

An order for "outside read" must be placed in the EPIC system to provide the radiologist with a valid accession number for dictation. The radiologist may ask the radiology room helpers to place this order.

Order options, which can be found under "outside" in the order search box > preference list > Procedures, include:

XR outside read	IMG 13736
XR outside read ED Body	IMG 13680
XR outside read ED Neuro	IMG 13681
XR outside read trauma body	IMG 13682
XR outside read trauma body	IMG 13683

If the Radiologist determines that the outside images are not of diagnostic quality, an interpretation will not be provided *but the limitations of the study will be documented in an official report.*

It is advised that the physician requesting the outside read compare our report with the outside institutions report and any discrepancies reviewed.

Special Instruction:

The EMS or Trauma service will be responsible for uploading appropriate images into the PACs system or informing the file room that the studies are available for download via Powershare. If there are issues with uploading the images from a disc, the disc can be brought to the file room for possible trouble shooting. Downtime procedures will apply as necessary.

Part 2: General Policy for Studies non-emergent inpatient and outpatients.

- 1) Images provided by an outside institution on disk are to be loaded in the clinics or radiology file room into the PACs systems.
- 2) Alternatively studies may be transferred into the PACs system via a web based image transfer tool (Powershare) that has been adopted by many of our referring institutions. This system has been adopted by many of our referring institutions. It is the responsibility of the clinical team to request the transfer of images to the Powershare system for retrieval and uploading by the film library staff.
- 3) On rare occasion a study may also be read, if it can be uploaded, with a reader on the. This would require the physician to hand deliver the disc to the appropriate reading room for review.

If an **individual** attending Radiologist agrees to provide an interpretation, **that individual** Radiologist will determine whether an official report will be generated. Moreover, **that individual** Radiologist will set the terms of the viewing and consultation of those images whether in the form of a formal dictation, verbally in person, via a messenger, or by phone.

If it is agreed that a formal dictation will be provided, an order for "outside read" will be placed in EPIC (XR outside read IMG 13736) by the requesting provider in order to provide the radiologist with a valid accession number for the dictation. *The ordering provider should document the name of the attending radiologist that agreed to provide the read in the comments section of the order.* Alternatively, the radiologist can request that the order be placed by the radiology room helpers. Whether such a formal reading and report is done, *is solely at the discretion of the individual attending Radiologist.*

Part 3: Residents providing verbal reports on non-ER/Trauma outside imaging studies.

Any verbal report provided by a resident on a non-ER/Trauma outside study should be documented with an appropriate progress note, radiology consult or dictation. The resident may ask the radiology room helpers to place an outside read order for documentation purposes. The information provided in any of these documents can be tailored to the clinical question, documenting the information provided and to whom the information was given.