

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: X-103 PERIOPERATIVE RADIOLOGY SERVICES	POLICY #: 1043
	VERSION: 1
APPROVED BY: Aram. Messerlian (CHIEF PHYSICIAN I ANESTHESIOLOGY), Beryl Brooks (ADMR, COMP AMB HEALTH CARE CENTER), Leila Adriano (NURSE MANAGER)	
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PURPOSE: To provide policy and procedures for the provision of radiology services for the Ambulatory Surgical Center (ASC).

POLICY: Radiology services for the ASC patients are provided by the High Desert Regional Health Center (HDRHC) Medicare-approved Radiology Department (Medicare provider number W932) under a Memorandum of Understanding. Only providers (physicians and Certified Registered Nurse Anesthetists or CRNA's) are permitted to order radiology test.

DEFINITION:

STAT orders: Orders for tests to be done urgently, which are given the highest priority for both completion and interpretation.

PROCEDURE:

- I. Preoperative radiology services prior to the day of surgery
 - A. The Pre-Anesthesia Evaluation Unit (PAEU) nursing staff will enter the order through Affinity order entry system. If results are needed with 24 hours, the study should be order STAT.
 - B. PAEU nursing will direct patients to the HDRHC Radiology Department for completion of the ordered study.
 - C. Immediately after the study has been completed, the image is available for viewing at any workstation with access to the Synapse Picture Archiving and Communication System (PACS).
 - D. Radiology studies are interpreted by on-site or off-site radiologists. The radiologist will enter the preliminary report in Synapse with one (1) hour for STAT studies and within twenty-four (24) hours for non-STAT studies.
 - E. For all critical positive findings, the Radiologist will complete the preliminary report and contact the ordering provider. The preliminary report will be available for review in the PACS.

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- F. All final reports will be available through the Affinity information system or Synapse PACS after they are transcribed, reviewed and electronically signed by the Radiologist.
- II. Pre-operative radiology services on the day of surgery
- A. ASC Nursing staff will enter the order through Affinity order entry system. All preoperative radiology studies ordered on the day of surgery are to be ordered as STAT and confirmed with a telephone call to the Radiology Department extension 14120.
 - B. ASC Nursing will direct patients to the HDRHC Radiology Department for completion of the ordered study. If requested, a radiologic technologist will complete the study in the Perioperative Holding Area (POHA) using the portable x-ray unit.
 - C. Immediately after the study has been completed, the image is available for viewing at any workstation with access to Synapse PACS.
 - D. For preoperative studies completed with the portable x-ray unit, the radiologic technician will connect the portable x-ray machine to a designated data outlet and the image will be available for viewing at any workstation with access to Synapse PACS within fifteen (15) minutes.
 - E. All studies will be interpreted by the on-site or off-site Radiologist. The Radiologist will enter the preliminary report in Synapse with one (1) hour for STAT studies.
- III. Intraoperative radiology services
- A. Radiology services provided within the operating room (OR) include portable x-ray, ultrasound and fluoroscopy, utilizing the C-Arm and mini-C-Arm.
 - B. Each work day, the ASC will provide the HDRHC Radiology Department with a schedule showing all surgical procedures scheduled for the next working day. Ultrasound biopsies are performed according to a set schedule agreed to by the ASC and the HDRHC Radiology Department to ensure the availability of an ultrasound technician.
 - C. When the need for intraoperative radiology services is anticipated, a radiology technologist will be assigned to the ASC for the procedure. An ultrasound technician will be assigned for ultrasound-guided biopsies.
 - D. All intraoperative radiology orders are to be entered into the Affinity order entry system by ASC nursing. All intraoperative radiology orders are ordered STAT and confirmed with a telephone call to the Radiology

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Department at extension 14120. Upon receipt of the order, the radiology technologist will print the order and report to the ASC to complete the study.

- E. All ASC fluoroscopy procedures performed using the C-Arm or mini C-Arm will only be performed by Certified Radiology Technologists under the supervision of a physician with an active Radiography and Fluoroscopy Supervisor Operators certificate.
- F. For C-Arm or mini C-Arm fluoroscopy procedures, the radiologic technologist is responsible for entering the required information into the C-Arm and operating or assisting with the operation of the C-Arm or mini C-Arm.
- G. Portable x-ray studies are transmitted to the Synapse PACS system connecting the portable x-ray machine into a designated data jack. After transmission to the Synapse PACS system, they interpreted by the Radiologist.
- H. All preliminary and final reports will be available through the Affinity information system and Synapse PACS after they are transcribed, reviewed and electronically signed by the Radiologist.
- I. Fluoroscopy studies completed, using the C-Arm or mini C-Arm, are only entered into interpreted by a Radiologist upon request of the ordering provider.
- J. Radiology images obtained prior to, during and following surgical procedures will be available for viewing at any workstation with access to Synapse PACS within 15 minutes of completion of the test.
- K. While providing intraoperative radiology services, the radiology technologist assigned to the OR will:
 - a. Thoroughly clean all radiology equipment to be used in the OR with approved cleaning solution prior to taking the equipment into the OR.
 - b. Change into proper operating room attire per ASC protocol.
 - c. Avoid touching or otherwise contaminating the sterile field including drapes covering the patient or any sterile surgical equipment.
 - d. Remove all radiology equipment from the OR following the completion of the procedure and clean it with approved cleaning solution.

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- L. When x-rays are to be taken within the sterile field, the radiology technologist will hand the detector or cassette to scrub personnel who will then place it in a sterile cover. The detector or cassette is then positioned by one of the sterile OR personnel and returned to the radiology technologist after it is exposed.
 - M. If the C-Arm or mini-C-Arm fluoroscopy units are used, they are draped in a sterile manner by sterile OR personnel and positioned by the provider or radiology technologist, ensuring that the sterility of the draped unit is maintained.
 - N. For ultrasound-guided procedures, the ultrasound technician is responsible for entering the required information into the ultrasound machine.
 - O. When the ultrasound machine is use by Anesthesiologists performing blocks, the Anesthesiologist will operate the machine and the presence of an ultrasound technologist will not be required.
- IV. Post-Operative radiology services (Requested in PACU)
- A. ASC Nursing staff will enter the order through Affinity order entry system. All postoperative radiology studies ordered are to be ordered as STAT and confirmed with a telephone call to the Radiology Department at extension
 - B. Upon receipt of the order the radiology technologist will report to P ACU and complete the study using the portable x-ray.
 - C. Immediately after the study has been completed, the radiology technologist will transmit the study to the Synapse P ACS system by connecting the machine to a designated data jack. The image will be available for viewing at any workstation with access to Synapse PACS within 15 minutes.
 - D. Preliminary and final reports will be available in Synapse for review. Final reports will be available in both Affinity and Synapse.

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