



CDI Clinic and System Process

Technologist Planned or Unplanned Downtime

Affected Market(s) or Network: All Markets

Effective Date: 8/2002

Revised Date: 11/26/2003, 1/27/2010, 4/12/2010, 4/10/2012

Purpose: Instructs technologists on proper procedure during system downtimes.

System Policy or Procedure:

- I) In the event of a planned down time print off the following reports
 - 1) Appointment Book (2685)
 - 2) Who's Scheduled (2211) - pull by room
 - 3) Pull Listing Technologists (2438) for future exams
 - 4) Clinical Worksheets (2686)
- II) If the Dicom Modality Worklist/Schedule is down (this could be modality dependant)
 - 1) There may be a connection error followed by 1-2 days of patient data from the last time the worklist was pulled
 - 2) Enter the following demographics into the scanner if necessary
 - A) MRN: If unknown use the patient's date of birth in ddmmyyyy format i.e.) January 6, 1977 use 06011977
 - B) Name: If only a single field is available use Lastname^Firstname i.e.) Doe^John
 - C) Accession number: If unknown use DOB in ddmmyyyy format
 - 3) Email imageservices@cdirad.com with any changes that need to be made in Acuo
- III) During the Exam
 - 1) Ask the patient if they have ever been seen at one of our centers prior to this exam
 - 2) Record the following information if valid on the Clinical Worksheet
 - A) Contrast type and amount
 - B) Sedation type and amount
 - C) Laterality
- IV) Once the system is back up
 - 1) <Start> and <Complete> the exams with the appropriate times and charges.



CDI Clinic and System Process

Technologist Planned or Unplanned Downtime
Affected Market(s) or Network: All Markets

- 2) Associate exams with images
- 3) Enter any Business Notes
- 4) Scan all paperwork under the appropriate categories
- 5) Note: Radiologists won't receive exams on their dictation worklist until the patient is checked in, exams are associated and completed to the radiologist or radiologist worklist.

Document Owner: Policies Admin	Date Created:
Approver(s): Admin, Policies	Date Approved:

Signature(s) on File.

Version # 1

Printed copies are for reference only. Please refer to the electronic copy for the latest version.