



# Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF MEDICAL IMAGING POLICY AND PROCEDURE

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**SUBJECT: ORCHID DOWNTIME PROCEDURE**

**Policy No.:**

**Supersedes:**

**Revision Date: January 15, 2106**

**Page: 1 of 2**

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## **PURPOSE:**

To establish procedures to be followed in the event of Online Real Time Centralized Health Information Database (ORCHID) is unavailable.

## **POLICY:**

The procedures outlined below will be used for Radiology requests when ORCHID is inoperable.

## **PROCEDURE:**

### **I. Provider**

- A. Charts examination ordered on Physicians Order Form.
- B. Completes **Physician Order for Radiological Imaging Procedures Form** with special reference to the following:
  - 1. Study type
  - 2. Chief complaint/diagnosis
  - 3. Specific reason for exam
  - 4. Pertinent history
  - 5. Whether patient is pregnant
  - 6. Current appropriate lab values
  - 7. Answer all departmental questions
  - 8. Patient's name and MRN
  - 9. Name of physician or provider requesting study including extension or pager number
- C. Gives form to Unit Clerk or Nursing staff.

### **II. Unit Clerk or Nurse**

- A. Hand deliver or fax Physician Order for Radiological Imaging Procedures Form to the appropriate service:

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EFFECTIVE DATE: January 15, 2016

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:  
Signature(s) on File.

1. CT- (562) 401-8985
2. General Radiology- (562) 401-7532 FAX- (562) 401-6040
3. Radiology Administration- (562) 401-7535
4. MRI - (562) 401-8008
5. Nuclear Medicine- (562) 401-7543 FAX- (562) 401-8353
6. Ultrasound- (562) 401-7472 FAX- (562) 401-6647
7. Main Ultrasound/Vascular Lab- (562) 401-6772, (562) 401-8448 FAX- (562) 401-6647

### **III. Radiologic Technologists**

- A. Radiological Imaging requisition will be received and performed by the Rad. Technologist.
- B. . Requests must be entered manually, into the specific modality, as a single order. Images can be taken as usual, and placed in PACS. [once ORCHID is back on-line, the complete procedures can then be merged as one record.]
- C. The referring Unit will be contacted as soon as the requisition has been completed and patient can be returned to originating unit or clinic.

### **IV. System Recovery Process**

The following process will be initiated once ORCHID becomes operational:

- A. Radiology Services staff will enter requests for procedures completed during the downtime.
- B. All requisitions will be reviewed by Radiology Services staff to determine if the exam was completed and the correct procedure was entered.
- C. In the event of an error, the radiologist must be notified to determine the correct course of action.
- D. All procedures must be tracked by Radiology Services staff to ensure compliance. The ordered date/time must match the time the procedure was originally ordered.
- E. All recovery processes will be monitored by an area supervisor or an appropriate designee.

### **RESPONSIBILITY:**

All member of health care team

### **PROCEDURE DOCUMENTATION:**

Radiology Policy and Procedure Manual

### **REFERENCE:**

County of Los Angeles Department of Health Services Policy #101.02 Orchid Downtime Procedures