

<b>Title</b>	Workflow for Technologists (Informatics)	<b>Policy #</b>	01-012
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## **POLICY**

It is the policy of the Division of Diagnostic Imaging and Radiology that all technologists adhere to a consistent, accurate, and safe workflow process.

## **PURPOSE**

1. To ensure that the correct exams are performed.
2. To make sure exams that have been cancelled by clinicians are not done.
3. Verify that the Radiology Information System (RIS) accurately reflects the exams completed.
4. Confirm that all images are accurately stored within the Picture Archiving and Communication System (PACS).

## **PROCEDURE**

1. Receive orders from RIS (RadNet) and validate exam code.
2. Check HIS (Hospital Information System – Bear Tracks™) or paper order/script to verify orders.
3. Start Exam in RIS (RadNet)
4. Conduct Rad Check. Rad Check is conducted by 2 staff members and documented prior to exam in RadNet under technical comments.
5. Perform exam
6. There is to be no “re-cropping of the image” to remove anatomy.
7. There is to be no annotating of a marker except in cases of positioning into a sterile field.
8. In the event a marker does not appear on a finished radiograph and the patient cannot be reimaged then a marker can be place after verifying the correct side using previous radiographs.
9. Process and archive images to PACS (Synapse™).

10. Verify exam in PACS (Synapse™) to include review of the accession number, MRN, Name, DOB, Number of images transmitted and required projections needed for the exam to complete.
11. Edit (if applicable) and complete exam in RIS (RadNet).
12. Reporting of equipment which is not operating properly or has failed operation requires the following follow-up.
  - Document by way of Service Repair ticket and attach to the collimator to indicate that the unit is out of service.
  - Out of service equipment which went offline due to exposure issues or x-ray tube replacement be resurveyed by a Physicist prior to going back on line and being used on the public.

**Approved by:**

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Dorothy I Bulas, MD  
Division Chief, Diagnostic Imaging and Radiology

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6/30/2021

Date

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Laurie Hogan, MBA, CRA  
Director, Diagnostic Imaging and Radiology

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6/30/2021

Date

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**Dates of review**

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