

<b>Title</b>	Pre and Post Sedation Phone Calls	<b>Policy #</b>	02-008
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## **POLICY**

Parents or legal guardians of patients, or patients older than 18 years of age who will require sedation for a procedure will be contacted by phone prior to the day of their scheduled procedure, and after the completion of the procedure, to assess and follow up on the patient's condition.

## **PURPOSE**

Phone calls to the patient family will be made prior to the day of exam to assess that adequate information for the preparation of the patient, the time of arrival, and the process to assist completion of all necessary paperwork, have been given to the person responsible for the patient.

Post-sedation phone calls will be made to assess the patient's appropriate response to sedation, and to identify any areas of concern.

## **PROCEDURE**

Scheduler's Responsibilities:

1. Verify the parent's phone number at the time the exam is scheduled.
2. Inform the parents that a nurse will be calling them with information about their child's exam. Tell them if they have not heard from a nurse by the day before the scheduled exam to please call Radiology Nursing at 476-2984.
3. Inform Nursing as soon as possible of any additional patients scheduled for the following day.

Nursing Responsibilities:

1. View the schedule in the Radiology Information System of all patients that may require sedation for all modalities.
2. On each patient that may require sedation, a nurse will initiate a Radiology Nursing Database.
3. Initiate pre-sedate phone calls 1-3 days prior to the scheduled exam.
4. Daily recheck the schedule for additional changes.
5. Initiate follow-up calls within 24 hours after a patient's sedated exam.
6. Document unsuccessful efforts to reach the patient before and/or after the scheduled exam in the Radiology Information System and on the Radiology Nurse Data Base.

**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  
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Iris Cabading BSN, RN, CPN  
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