



OREGON ADVANCED IMAGING

Policy and Procedure

Subject: Hospital Inpatients and ED Patients for Emergency MRI Scans

Date Approved: October, 2013

Date Reviewed: August 20, 2019

Approved by: Tyrone Holmes, Executive Director

Policy:

OAI will provide a mechanism for hospital in-patient and emergency department patients to be scheduled for MRI scans as needed at the Providence Medford Medical Center location. Under NO circumstances will hospital inpatients or ED patients be transported to the Navigator's Landing facility for a scan.

Procedure:

1. A number of "emergency" slots will be held in the schedule on a daily basis, and will not be filled until 24 hours prior to the appointment time in order to accommodate urgent and emergent requests.

2. **During normal business hours**

Monday through Friday 7:00am to 11:00pm

These time slots will be scheduled by the **OAI staff**. To schedule an appointment, please call **541-622-6300**.

For after hour emergencies/inpatients,

Monday through Friday 11:00pm to 7:00am

Weekends and Holidays 24 hours or any non-staffed hours

3. A registered nurse must accompany any unstable inpatients or ER patients as OAI does not have an RN on duty, and the patient's care is not necessarily transferred to OAI during their scan.



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4. All after-hours scans are to be handled as follows:

I. Request process for inpatient MRI exams

- a. **After-hours Inpatient MRIs must have Radiologist approval. NEUROLOGISTS AND SURGEONS DO NOT NEED APPROVAL FROM A RADIOLOGIST TO REQUEST AFTER HOURS MRI SCANS.**

MRG Radiologist: 541-608-0350 (option #2)

Monday through Friday 11:00pm to 7:00am
Weekends and Holidays 24 hours or any non-staffed hours

II. If After-hours Exam Approved by Radiologist Call ON-CALL MRI TECHNOLOGIST

On-Call MRI Tech: 541-608-0350 (option #2)

Monday through Friday 11:00pm to 7:00am
Weekends and Holidays 24 hours or any non-staffed hours

1. The **Nursing Supervisor for Units** will call **541-608-0350 (option #2)** and have the answering service **page the on-call OAI Technologist.**
2. **If no response after 15 minutes**, call back and notify the answering service. They have an emergency contact protocol to address the request.
3. The **Technologist** will call the Nursing Supervisor to get the details of the study and name of referring physician.

III. Request process for Emergency Department MRI exams

- IV. EMERGENCY PHYSICIANS DO NOT NEED APPROVAL FROM A RADIOLOGIST TO REQUEST AFTER HOURS MRI SCANS. The ED Physician may have the ED HUC call the MRI On-Call Technologist directly.**



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However, if the ED Physician should need to consult with the **on-call Radiologist please call 541-608-0350 (option #2)** to page the Radiologist. Emergency Department PA's and NP's must have their after-hours MRI requests go through an ED physician.

V. If After-hours Exam from Ed is Approved by ED Physician Call The ON-CALL MRI TECHNOLOGIST

On-Call MRI Tech: 541-608-0350 (option #2)

Monday through Friday **11:00pm to 7:00am**

Weekends and Holidays **24 hours or any non-staffed hours**

4. **ED HUC** will call **541-608-0350 (option #2)** and have the answering service **page the on-call OAI Technologist.**
5. **If no response after 15 minutes**, call back and notify the answering service. They have an emergency contact protocol to address the request.
6. The **Technologist** will call the ED HUC to get the details of the study and name of referring physician.

VI. Request process if the answering service is unable to be contacted

7. Call MRG @ **541-618-5800 (option #1)** and have them **page the on-call OAI Technologist.**
8. **If no response** notify **Jeanette Isley @ 541-660-1316**. She will contact the **on-call OAI Technologist.**