

## **Down Time Guideline**

The purpose of this guideline is to define MRG's procedure for interpretation, communication, and documentation of diagnostic imaging results during systems component failures or natural disaster.

### **Scope**

This guideline applies to any exam interpreted by a MRG Radiologist under the following:

- Failure of EMR (lack of electronic orders)
- Failure of RIS (lack of accession numbers, no modality worklists)
- Failure of network
- Failure of PACS (contingency to store images on modality)
- Natural disaster

### **Guideline**

- In the event of a downtime event MRG radiologist will be available where applicable on site as required by agreement. Reports will be given as needed for emergent situations either by written or verbal process. Depending on the scope of the down time and the scale of disaster this may be adjusted according to the safety of the physician.
- Imaging must be available at the site for a Radiologist to be required to be present.
- Order, patient history, patient location and where to report finding must be provided to the reading radiologist. The site must provide a method for this communication.
- Turnaround times will be as reports are available according to the emergent nature of the exam.
- All non-essential imaging will be read in a timely fashion once down time is over.
- MRG Physician will make every effort to assist in the radiological care of the patients within their scope of practice.