VERBAL WORKFLOW

8AM - 4PM MONDAY - FRIDAY ON-SITE EDITOR (X-RAY ASSOCIATES)

Tracking list

This list is used to keep track of all the verbals that the clinic sent has sent out. Each clinic is responsible for their patients' verbal. The clinic must follow up with on-site editor and vice-versa in order to get the verbal out in timely manner. Please cross out each case as they are done.

Patient walks in with a requisition.

The requisition has a verbal The requisition does not have request. a verbal request. Technologist fills Receptionist faxes Receptionist registers the the verbal request out verbal form patient as usual and fills out a **Technologist** Receptionist registers the form to the clinic and gives it to verbal form to be faxed to the sees there is patient and the technologists that the radiologist the receptionist clinic that the radiologist is performs the case as usual. pathology. is reading from to record on reading from and to the typist. and to the typist. tracking list. (Records it on tracking list as well) Radiologist dictates as usual Between 8am - 4pm, Harding and see a need to mark the editor is responsible for case as STAT. Radiologist receives the editing all STAT cases in verbal and dictates as usual. PowerScribe. Clicks on STAT button on the PowerMic before sending to the editor and place verbal form in the shredding bin. The radiologist clicks on the Editor will see an exclamation STAT button before sending beside the case in their to the editor. editing queue indicating that it is a STAT case. Receptionist from the requesting clinic regularly checks radiant for report and print. Editor edits the STAT case as usual and send the case to RIS. Editor goes into RIS and spot fax it to the referring The editor puts a comment in physician. RIS to say that it was spot faxed or manually faxed. The clinic that requested the verbal is responsible for calling the referring Νó physician's office and confirm that they have received the fax and/or relay the verbal to Yes The editor is located in Harding the referring physician's Is there a and will relays the info to verbal form? office. receptionist in Harding for calling the referring physician's office and either confirm that they have received the fax and/or relay the verbal to the The receptionist leaves a referring physician's office. comment in RIS on who they confirmed the verbal with or leave voice-mail and log the On-site editor must process date and time in RIS. The all verbal dictations right away as they appear on voice-mail should state patient name, DOB and a The receptionist leaves a editing queue. STAT report was faxed. comment in RIS on who they confirmed the verbal with.