NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: DIAGNOSTIC RADIOLOGY SERVICES

NUMBER: NN-PC-AS-08

ORIGINAL DATE: 06/05/89

REVIEW/REVISE DATE: 08/15/90, 09/25/91, 03/24/95, 11/12/98, 12/20/01, 9/17/09, 7/19/12

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To describe how Radiology Services are provided for Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

NNAMHS will provide access to diagnostic radiology services to consumers, staff and potential hires requiring chest X-ray as result of positive PPD.
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III. PROCEDURE

1. NNAMHS will maintain a contract with a radiology consultant for diagnostic X-Rays.

a. This consultant must be certified by the American Board of Radiology.

b. The consultant will provide non-emergency radiology services including:

(i) Performing X-Rays requested by appropriate NNAMHS staff

(ii) Interpreting the X-Rays

(iii) Providing timely transcribed radiology reports to the Health Information Services at NNAMHS.

(iv) Providing services according to community standards

(v) Provide consultation to members of the NNAMHS Medical Staff as may be indicated.

2. Outpatients will be referred to their medical physician or the County Clinic to obtain radiology services.

3. Inpatients will utilize the consultation request for non-emergency radiology procedures.

4. Employee Health will utilize the industrial health consultant for non-emergency procedures as ordered by the medical clinic physician.

5. Requests For Consumer' s Radiology Services

a. Radiology requests must have a written physician's order and a supporting progress note in the medical record.

b. A nurse or physician will complete a Consultation Requesting Representative (MR116). The physician must sign the form.

c. The consultation request is routed through the following NNAMHS offices: Patient Accounts, Medical Director' s Office, and Business Office for approval before an appointment is made.

(i) For consumers requiring an immediate chest X-Ray, i.e.: to rule out active tuberculosis or congestive heart failure, the appointment will be made after the consult is ordered; approval of Patient Accounts, the Medical Director's Office and Business Office is not required.

(ii) For consumers requiring emergency care, they will be transferred to an acute care hospital for X-Ray, care and treatment.

d. After approval, the unit registered nurse or clinic nurse will make the appointment.

e. NNAMHS staff will transport the consumer, via state car, to the referral radiologist's office.

6. Reports

a. Each report must be dated and signed by the radiologist interpreting the X-Ray.

b. In addition to the interpretation, each report will reveal if additional views or procedures have been suggested, recommended, requested, or completed.

c. The report will be reviewed and initialed by the NNAMHS medical clinic physician prior to being filed in the consumer medical record or staff file. When indicated, a direct call shall be made to the requesting physician from the radiologist if the X-Ray pathology so warrants.

d. The medical clinic nurse will place the report in the medical record within one working day of NNAMHS receipt of the report. If the consumer has been discharged, the report will be sent to Information Management.

7. Quality Improvement
   a. The unit and/or clinic nurses will track the timely receipt of written reports as well as the timeliness of telephone calls of abnormal results.
      (i) The telephone calls of X-Ray results are called to the registered nurse on the consumer care unit or to the medical clinic.
   b. The clinic nurse will maintain a log documenting the timeliness of phone and fax reports.
   c. The clinic nurse or the medical physician will share this information with the medical staff on at least an annual basis and the data will be utilized in the annual contract reappraisal.