

 MRI Department Call Policy and Hours of Operation	Prepared by: Imaging Services Manager, Jadria Metcalf	Revised by:
	Approved by: Dr. Rafael Marroquin, MD Dr. Andrew Getzoff, MD Dr. Hector Orlando, Heredia MD Dr. Justin Malone, MD Dr. Myles Goble, MD Danielle Atterberry, MHSA	Review/Revise dates:
	Effective date: 7/31/2023	Page 1 of 5

I Policy:

MRI Department After-Hours/Weekend/Holiday and Stat Ordering

II Purpose:

To establish policy and procedure for after-hours (overnight, weekend, holiday) and stat ordering of general MRI studies. It is the policy of the Boone Hospital Center MRI Department to operate during normal business hours, **Monday through Friday from 06:30-21:00**, except for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving and Black Friday, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, and potentially observed holidays. The department is also staffed Saturday and Sunday 9:00-17:00 for IP care.

This policy is to provide a continuum of quality care for the patients and employees of BHC.

Boone Hospital Center MRI Department is a full-service clinical service department offering comprehensive diagnostic MRI exams. Our goal is to provide accurate and necessary examinations in a timely manner, while also considering MR technologist well-being and retention.

III Procedure:

- A. All inpatient (IP) studies ordered are considered routine unless otherwise indicated by the **ordering physician**. All IP orders placed within normal business hours will be completed within 24 hours. All inpatient orders are completed based on priority; ICU, and Stepdown orders are considered more urgent, followed by the oldest to newest orders.
- B. In the event of a surplus of inpatient orders at the end of the business day that cannot be completed within 24 hours of the order date, staff is responsible for calling the ordering/attending physician to receive verbal consent that a study may wait to be completed

until the following business day. Otherwise, the technologist on call will be responsible for completing studies that must be completed same day. If an ordering physician cannot be reached, the study in question will be pushed to the next business day.

- C. Any routine IP studies left over from Friday are to be performed by the technologist working 9:00-17:00 on Saturday and Sunday. IP studies ordered on weekends/holidays will be considered routine unless otherwise indicated.
- D. Pending discharge IP studies requested outside of normal business hours should be referred to the scheduling department (815-8150) to be completed on an outpatient basis.
- E. All outpatient (OP) studies requested during normal business hours will be referred to the scheduling department (815-8150) to be scheduled in a timely manner.
- F. Any **Overnight/Weekend/Holiday “STAT”** IP or ED MRI orders must meet the “Emergency After Hours MRI Guidelines” in **Appendix A** before the technologist should be called or paged. **All other MRI exams should be scheduled as an outpatient exam or held for next morning MRI.** For consideration of extenuating circumstances, page the department manager or director via switchboard (815-8000).
- G. IP Requests that do not meet “Emergency After Hours MRI Guidelines”: Non-emergent inpatient orders will not be performed overnight between the hours of 21:00-06:30. Non-emergent weekend studies that are not appropriate to hold until Monday will be performed during the staffed hours of 09:00 and 17:00 on Saturday and Sunday. The floor staff should call the department during those hours on Sat/Sun if an inpatient study needs to be performed during the weekend.

IV Documentation:

It is important that all studies, especially emergent studies, carry an appropriate symptom or diagnosis. This enables the technologist and interpreting physician to provide the most comprehensive exam possible.

V Appendices:

- A. Emergency After Hours MRI Guidelines

VI Approvals:

Imaging Services Director, Danielle Atterberry

Date

Chief of Radiology, Rafael Marroquin MD

Date

RCI Group President, Andrew Getzoff MD

Date

ED Medical Director, Hector Orlando Heredia MD

Date

Neurology Medical Director, Justin Malone MD

Date

Appendix A: EMERGENCY AFTER HOURS MRI GUIDELINES

EMERGENCY NEURO MRI

A. CORD COMPRESSION

MEDITECH Order Name:	MR Spine wo/w based on area of concern: MR thoracic spine wo/w con MR lumbar spine wo/w con MR cervical spine wo/w con
MEDITECH Order Mnemonic:	Based on area of concern: SPHORWW SPLUMBWW SPCERVWW
Patient Preparation:	Remove all metal from patient body and patient cart. Screen patient for anxiety and claustrophobia; Premedicate as needed.
Exam Prerequisites:	COMPLETED MRI SCREENING FORM <u>and</u> a resulted CT

1. High index suspicion of acute cord compression, conus medullaris, cauda equina syndrome. With symptoms including paraparesis, quadriparesis, ascending paralysis such as in Guillain-Barré Syndrome (GBS), acute and sudden onset of saddle numbness, Lower Extremity pain, bladder/bowel incontinence or retention, and lower extremity weakness,

and

A CT that is:

- Abnormal, suggestive of acute cord compression
 - ❖ Call MRI technologist
- Normal, no evidence for cord compression,
 - ❖ Consult an Attending prior to calling in tech
 - If it is determined MRI is not emergent have patient call next day to schedule OP MRI or schedule a follow up appointment with PCP.

*Note: CT of the spine can be non-contrast, with contrast, or with and without contrast.

B. STROKE with CT contraindication, contrast allergy.

MEDITECH Order Name:	MR angio head wo/w con MR angio neck wo/w con MR brain wo/w con
MEDITECH Order Mnemonic:	AGHEADWW AGNECKWW BRAINWW
Patient Preparation:	Remove all metal from patient body and patient cart. Screen patient for anxiety and claustrophobia; Premedicate as needed.
Exam Prerequisites:	COMPLETED MRI SCREENING FORM

1. With acute neurological deficit and less than 24 hours since last known well, and exam deemed necessary by the Neurology stroke team or Neurosurgeon.

- ❖ Call MR technologist
- ❖ All other IP and ER STROKE MRI Heads ordered need to be performed during daily staffed hours.

Ordering Procedures

1. Before calling MRI technologist back to hospital, the nurse or doctor must inquire of contraindications.
2. Complete MRI Screening Form in MEDITECH
 - a. Implants and Mechanical Devices require model specification information to determine if the device is MR compatible with the exam ordered.
 - b. If implant/device information cannot be provided at the time of initial screening, please contact MRI technologist on call to discuss further; Depending upon the type and location of the implant/device, it is possible the MRI cannot be performed until safety information is obtained.

Preparation of Patient for MRI Examination

1. Remove all metal from patient body and patient cart.
2. Place hover mat under patient for transfer to MRI table.
3. Screen patient for anxiety and claustrophobia; Premedicate as needed.
4. Inform the patient/family that an MRI has been ordered. Patients need to know they are getting an MRI to avoid patient refusal once in the MRI department due to claustrophobia or pain.
5. If sedation medication is given/required, a nurse must monitor patient during the exam.
6. If the patient is on any monitoring devices that must remain with them during transport or exam, a nurse must accompany and stay with the patient.