Applicability:
This document applies to Covenant Health Edmonton Acute Care facilities, patient care provider staff and physicians.

Guideline:
A. Requisition Forms
1. All requests for diagnostic imaging (DI) procedures for inpatients are requisitioned utilizing the electronic order entry system. In the event of an electronic order system failure, a downtime “paper” DI Consultation requisition will be delivered or faxed.
2. Request for diagnostic imaging examinations for outpatients are requisitioned on a properly completed Diagnostic Imaging Consultation Request.

B. Required Information
* Failure to provide the required information will result in patient delays.
** Handwritten requests must be properly and legibly completed with all the required information.

All Diagnostic Imaging Consultation Requests must contain the following information:
1. Patient registration/demographics, (i.e. name, unit/room, PHN/ULI, admitting physician)
2. Date and Time
3. Priority (routine, urgent or stat)
4. Relevant clinical history and reason for exam
5. Anticipated date of discharge (ADOD)
6. Mode of transport

C. STAT Requests
"Stat" examination requests are to be telephoned to Diagnostic Imaging, in conjunction with the electronic order entry. Requests are attended to on a priority basis.
D. **Exam Cancellations**

Same day cancellations of an ordered examination requires a phone call to Diagnostic Imaging.

**Relevant Policy and Policy Support Documents:**

<table>
<thead>
<tr>
<th>A. Policies:</th>
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| VII-B-20 Interpretive Services  
Consent to Treatment | 
| B. Procedures: | 
| C. Guidelines: | 
| D. Job aids: | 
| E. Standards: | 

**Keywords:**

**References:**

**Past Revisions:**

July 2018 – Formerly known as: Consultation Requests  
Combined with policy VI-1