

CHART PREP & CHECK IN PROCESS

Onsite Manager

- Assess staffing and communicate with staff as needed.
 - Verify front desk staffing.
 - If Rio has 3 FD staff, chart prep to be performed by Rio FD
 - If Rio has 2 FD staff, chart prep to be performed by JOC FD & faxed to Rio
 - If Rio & JOC have 1 FD staff, chart prep to be deferred to Techs
 - Confirm chart prep completion between 10-11am & communicate with techs if chart prep needs to be deferred, so they can begin preparing or confirm chart prep is being worked by FD.

Front Desk:

- Chart Prep - Administrative
 - Print the schedule for the next day by each modality.
 - MRI - CT – PET- Mammogram – Dexa- Ultrasound - X-ray
 - Print the script for ALL patients.
 - NOTE: If there is no script, call the provider's office or patient to obtain/verify the script. Write a note on the schedule/and add an appt note in EPIC. Once script is received, scan into EPIC under Scan Type - Paper Based Orders
 - Verify that the script & scheduled exam match in EPIC
 - Verify that the patient's insurance is verified and active
 - Verify that an authorization is on file & matches the scheduled exam, if needed.

- Check In
 - Verify patient, insurance, demographics
 - Reverify script, scheduled exam, and authorization.
 - Mark the patient as "In Registration" in EPIC
 - Provide all consent & history forms to the patient to complete.
 - Collect completed consent & history forms & scan to the patient chart
 - Patient Registration Authorization/Consent Form (Scanned at every visit)
 - Scan Type – Consent Radiology
 - Description – AMI Consent
 - AMI Patient Record of Disclosures
 - Scan Type – HIPAA Notice of Privacy
 - Description – AMI HIPAA
 - Mark the patient as "Arrived" in EPIC
 - Place the script & history form in the "Check-In Bin" bin near check in.

Technologists:

- **Chart Prep - Clinical**

- Review schedules/scripts & verify the exam is scheduled properly based on diagnosis/reason for test.
 - Meets clinical criteria – no further action needed
 - Does NOT meet clinical criteria
 - Contact referrer for new script
 - Change exam in EPIC to correct study
 - Scan new script to EPIC or verify order received through EPIC

NOTE: In some instances, technologists may be requested to prep charts and print scripts. Technologists will be notified between 10-11am if chart prep is being deferred from the front desk to the technologists to complete.

- **Check In**

- Monitor your patient list for patients
 - “In Registration” indicates a patient is completing history forms, consents, or a script is being obtained.
 - “Arrived” status indicates the script, history, and consent forms are completed and the patient is ready for their exam.
- Go to the “Check-In Bin” to retrieve your patient script & history form.
- Call your patient from the waiting room
- Perform patient exam
- Scan the script and all required documents to PACs for the radiologist.