
Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: VA MEDICAL CENTER PATIENTS

PURPOSE: To identify procedure approval process, assure continuity of care and standardize hand off communication that must occur when a VA Medical Center (VAMC) inpatient is sent to UIHC for a radiology procedure.

DEFINITION: None

POLICY:

All requests for procedures to be performed at UIHC must be approved by a VAMC staff radiologist. VAMC patients medical condition must be assessed before the patient arrives to assure that appropriate care is provided while the patient is at UIHC.

PROCEDURE:

VAMC authorization for Radiology procedures:

1. All requests for procedures to be performed at UIHC must be approved by a VAMC staff radiologist.
2. Approval for the procedure will be obtained before calling UIHC to schedule the procedure.
3. The “white” Fee Basis Consult Form which verifies VAMC radiologist approval must accompany the patient to UIHC.
4. The authorization must specify the examination that is to be performed. Only those examinations specified on the authorization are to be performed.
5. If requests are received for additional procedures after the patient arrives at UIHC, approval must be obtained from the VAMC staff radiologist (call VA operator to find out who is on call).
6. The UIHC radiology residents are not to agree to perform an ultrasound examination on a VA patient without the prior approval of the VA staff radiologist on call. In most cases, CT examination or some other examination will provide an adequate alternative. However, there are certain cases where an ultrasound is the better test (e.g.: cholecystitis, testicular torsion).
7. UIHC residents will have the name and contact information for the VA staff on the call sheet.

8. **To schedule procedures during normal business hours:**
 - Obtain authorization from VAMC radiologist
 - Call Radiology scheduling at 356-3444
9. **To schedule radiology procedures performed after normal clinic hours:**
 - Obtain approval for all procedures requested
 - Page the Radiology Consult Pager (#3205) after approval
10. **To schedule Peripheral Interventional procedures:**
 - Pager Peripheral Interventional consult pager (5390)

| **VAMC Inpatients being sent to UIHC for Radiology procedure:**

1. If, after consultation with the VAMC staff radiologist, it is determined that a procedure is necessary for a VAMC inpatient, the ordering physician at the VAMC must make arrangements to have the patient admitted to UIHC. This can be done by calling the UIHC transfer center at 1-866-890-5969.
2. The patient should be admitted to UIHC and after admission, the radiology procedure should be ordered and scheduled as a UIHC inpatient.
3. The inpatient should not be brought directly to Radiology from the VAMC. Inpatients arriving directly to Radiology from the VAMC will be directed to the inpatient unit to which admission was arranged.
4. If no admission was arranged, the transport team will be instructed to return the patient to the VAMC. If the patient is unstable, they may be directed to the ETC. The VAMC staff radiologist on call should be notified in these cases.

Continuity of care and hand off communications:

1. Obtain name and contact information for the requesting physician.
2. Obtain patient location and contact information for VAMC staff who will help arrange admission of the patient.
3. If the patient requires pre-MRI radiographic screening for intraorbital or intracranial metal, these exams should be completed at the VAMC, prior to procedure approval or contact with the UIHC. Images must be sent with the patient for the UIHC radiologist to review. If images are not sent, call VAMC staff to get approval before performing the procedure.
4. The UIHC radiologist will communicate this information to the appropriate imaging area and determine the timeframe in which this procedure should be performed.