


<b>Name of Policy:</b> <u>Test Ordering and Scheduling</u> <b>Policy Number:</b> 3364-106-N11 <b>Department:</b> Heart Station <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Director Cardiovascular Services <b>Scope:</b> University of Toledo Medical Center Heart Station	 <b>THE UNIVERSITY OF TOLEDO  MEDICAL CENTER</b>  <b>Effective Date:</b> 2/1/2022 <b>Initial Effective Date:</b> 2/1/2022
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

There shall be a specific procedure for ordering and scheduling patients for testing in the Heart and Vascular Center.

**(B) Purpose of Policy**

To assure timely and efficient testing and minimize patient waiting.

**(C) Procedure**

Appointments are necessary for all tests, except EKG's, Holter Monitors, and Event Recorders. Routine procedures are scheduled Monday through Friday from 8:00 a.m. to 3:30 p.m. unless otherwise noted. All requisitions are required to have the following information:

1. Patient's name, date of birth, and contact phone number
2. Insurance company
3. Procedure ordered and indication
4. Name and signature of ordering physician
5. Person scheduling procedure
6. The Stress RN's may take a verbal order, but a written order is required before any procedure can begin.

I. Inpatients: RN's and technologists will schedule their own inpatients for testing.

- A. An order for the procedure must be written in the patient's chart.
- B. A computer generated order or hand written order from the ordering physician or nurse practitioner is required.

II. Outpatients: The scheduling of outpatient tests will be as follows:

- A. An order or outpatient requisition signed by the ordering physician is required.
- B. Pre-approval by the Insurance Company or hospital finance is required.

**EKG's/Holter Monitors/Event Recorders**

1. No appointment is necessary. Patients can come to the UTMC Heart and Vascular Center Monday through Friday between 8:00 a.m. and 5:00 p.m.

**Echocardiograms**

1. Follow schedule per Lead Echocardiography Technologist. Available time slots are listed in the scheduling computer system.

Transesophageal Echocardiograms (TEE's)

1. TEE's are to be scheduled with Cardiology and according to physician availability. Available time slots are listed in the scheduling computer system.

**Dobutamine Stress Echo/Exercise Stress Echo**

1. Schedule with stress nurse and echo technologist. Available time slot is listed in the scheduling computer system.

**Nuclear Myocardial Perfusion Imaging**

Exercise/Pharmacologic

1. A physician or nurse must be present.
2. Nuclear Stress Testing will be scheduled as shown on the chart below. Times in "bold" are standard outpatient times. Available time slots are listed in the scheduling computer system.

<b><u>Rest Injection</u></b>	<b><u>Rest Scan</u></b>	<b><u>Stress Injection</u></b>	<b><u>Stress Scan</u></b>
7:30	8:30	9:00	10:00
<b>8:00</b>	9:00	9:30	10:30
<b>8:30</b>	9:30	10:00	11:00
9:00	10:00	10:30	11:30
<b>10:30</b>	11:30	12:00	1:00
<b>11:00</b>	12:00	12:30	1:30
11:30	12:30	1:00	2:00
12:00	1:00	1:30	2:30

**Nuclear Viability**

1. Nuclear Viability studies are to be scheduled in the 8:00 or 8:30 time slots or as determined by the nuclear technologist.

**ERNA/MUGA**

1. ERNA/MUGA studies are to be scheduled at a time determined by the nuclear technologist.

**Amyloid**

1. Amyloid studies are to be scheduled in the 9:00 a.m. time slot or as determined by the nuclear technologist

**Routine Stress Testing (Not Nuclear)**

1. Routine, modified or low-level stress tests will be scheduled at 8:00 a.m.

**General Test Duration Times:**

- Nuclear Exercise/Pharmacologic Stress with Myocardial Perfusion Imaging: 3-4 hours
- Stress Thallium with Redistribution: 90 Minutes Stress Portion with instruction to return in 3 hour  
for Redistribution Imaging.
- Viability: 1 hour
- ERNA/MUGA: 1 hour
- Amyloid: 15 minutes for injection followed by 3-hour delay then 45 minutes imaging.
- Adult Echocardiogram: 30 minutes
- TEE: Short Stay Procedure
- Dobutamine/Exercise Stress Echo: 1-2 hours
- EKG: 10 minutes

<p><b>Approved by:</b></p> <p><u>/s/</u> <u>03/16/2022</u> Todd Korzec, RN, BSN Director Cardiovascular Services Date</p> <p><u>/s/</u> <u>03/16/2022</u> Samer J. Khouri, MD Director, Non-Invasive Cardiac Imaging Date</p> <p><u>/s/</u> <u>03/16/2022</u> Christine Stesney-Ridenour, FACHE Chief Operating Officer - UTMC Date</p> <p><i>Review/Revision Completed by: Todd Korzec, RN, BSN Heart Station</i></p>	<p><b>Review/Revision Date:</b></p> <p>2/2022</p>
<p><b>Next Review Date:</b> 2/2025</p>	
<p><b>Policies Superseded by This Policy:</b></p>	