(A) **Policy Statement**

All patients referred to the Radiation Oncology Department as emergency consultation and treatment will be seen upon request.

(B) **Purpose of Policy**

To handle emergency consultation and patient treatment effectively, efficiently and safely.

(C) **Procedure**

1. Consultation request is called to the Department x4541 during normal working hours (8:00 a.m. - 4:30 p.m., Monday through Friday. After hours and on holidays and weekends, the Radiation Oncologist may be reached via beeper through the hospital operator. After normal working hours the R.T.(T) on call may also be reached via beeper/home phone/cell phone through the hospital operator. The hospital operator has a complete up-to-date on-call schedule for physicians and therapists.

2. The patient’s name will be entered into Aria in the appropriate time slot of the reception/simulation schedule, and all appropriate documentation gathered and scanned into EMR.

3. The physician, nurse, and therapist will be advised of an URGENT consultation.

4. An assessment will be made as to where the examination will take place; either in the patient’s room or in the Radiation Oncology Clinic.

5. If the patient is called to the Radiation Oncology Clinic, the designated time and appropriate mode of transportation will be requested.

6. Consultation, examination, and simulation will follow as deemed appropriate by the Radiation Oncologist.