


Name of Policy:	<u>Patients requiring emergency consultation and treatment</u>	
Policy Number:	3364-134-16	
Department:	Radiation Oncology	
Approving Officer:	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
		Effective Date: 7/14/2023
		Initial Effective Date: 9/1/1980
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(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 cell phone through the hospital operator. After normal working hours the R.T.(T) on call may also be reached via 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.

Approved by:	Review/Revision Date:
<u>/s/</u> <u>Mersiha Hadziahmetovic, MD</u> Associate Professor & Chair, Radiation Oncology	10/1981 2/1995 1982 1996 1983 3/1997 1984 10/1997 1985 4/1999 1986 3/2002 1987 1/2007 1988 4/22/2010 1989 10/1/2013 2/1990 5/1/2014 11/1992 5/1/2017 10/1993 5/1/2020 7/14/2023
<u>/s/</u> <u>Richard P. Swaine</u> Chief Executive Officer - UTMC	Next Review Date: 7/14/2023
<i>Review/Revision Completed By:</i> <i>Michelle Giovanoli</i>	
Policies Superseded by This Policy: 38-39	