**Policy Statement**

The Department of Radiology will read and produce a typed report within twenty-four hours, for all exams/images completed. (Exceptions may be: OR’s, treatment planning, pain blocks, cysto’s, CT percutaneous pinnings, dental, etc.)

**Purpose of Policy**

To provide a diagnostic report for all exams and procedures within a 24 hour time period.

**Procedure**

1. All exams will receive a radiologists interpretation within 24 hours.

2. Transcription of reports must include the following:
   - Patient name
   - Patient Medical record number
   - Requesting Provider name
   - Attending Provider name
   - Date of exam
   - Findings
   - Impression
   - Signature lines: radiologist

3. Reports are reviewed and signed (electronic verification) by the Radiologist and Resident involved.

4. Reports are distributed electronically:
   - Inpatients ➔ electronically to HPF
   - Outpatients ➔ electronically to HPF
   - Referring Physicians(s) ➔ fax or email
   - Results are distributed electronically to the requesting provider, attending provider, and a copy goes into the patient’s medical record within 24 hours.
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<thead>
<tr>
<th>Approved by:</th>
<th>Review/Revision Date:</th>
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<tbody>
<tr>
<td>Haitham Elsamaloty, MD</td>
<td>9/1/2005</td>
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<tr>
<td>Interim Chairman &amp; Professor, Radiology</td>
<td>5/23/2008</td>
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<tr>
<td>Date</td>
<td>11/3/2008</td>
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<td>Daniel Barbee, RN, BSN, MBA</td>
<td>5/20/2011</td>
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<tr>
<td>Chief Executive Officer - UTMC</td>
<td>5/24/2014</td>
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<tr>
<td>Date</td>
<td>10/27/2014</td>
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<td>07/01/2017</td>
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Next Review Date: 07/01/2020

Policies Superseded by This Policy: 1-006