

## Emergency Medicine Standard Operating Procedures

### Admin Assistant Radiology Reports

<b>Written by</b>	
<b>Approved by</b>	
<b>Date of Approval</b>	
<b>Date of next review</b> This is the most current document and is to be used until a revised version is available	

#### Aim and scope of Standard Operating Procedure

#### Target Staff Categories

**INTRODUCTION**

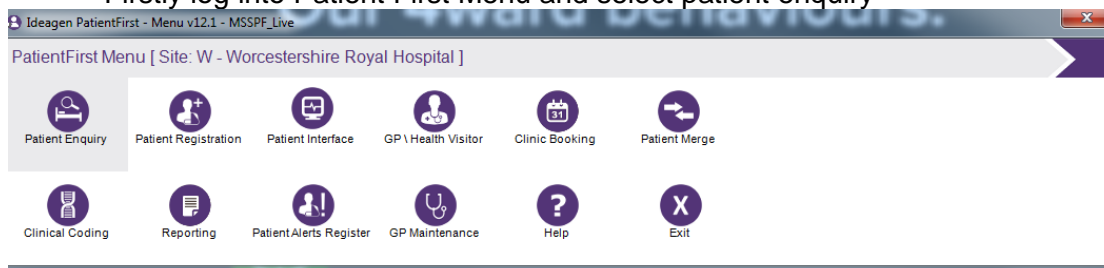
Safety netting process to ensure all patient who have receive an x-ray in ED have appropriate follow up care plans in place to ensure no patients results go unacknowledged and untreated.

**PROCESS**

See flow chart in Appendix 1.

**Checking patients FU/admission status:**

- Firstly log into Patient First Menu and select patient enquiry



- Search for patient via NHS or Hospital Number, check correlating attendance to see what patient disposal location was

Surname: [Redacted] Forename: [Redacted] Date of Birth: [Redacted] Current Age: [Redacted] NHS No: [Redacted] HospNo: [Redacted] A&E No: [Redacted] NHS Status: [Redacted]

**Patient Details**  
 Address: [Redacted] Marital Status: [Redacted] Gender: [Redacted] Occupation: [Redacted] Employer: [Redacted] GP Name: [Redacted] GP Tel: [Redacted] GP Address: [Redacted] Home No: [Redacted] Work No: [Redacted] Mobile No: [Redacted] Last PMI Update: [Redacted]

**Allergies \ Sufferers**  
 Allergies: None  
 Sufferers: Other Medical Probl

**Next of Kin Details**  
 Next of Kin: [Redacted] Ref: Wife  
 NOK Address: [Redacted] Home No: [Redacted] Work No: [Redacted]

**Episode Information**

Eps No	Ep	Date	Time	Disposal	Complaint	Diagnosis
[Redacted]	11	09/08/2018	15:39		THROM BUS (GP URGENT)	Closed fracture : pelvis
[Redacted]	10	09/08/2018	10:59		? DVT NON AMBULATORY	
[Redacted]	9	19/05/2018	08:24	Discharge - GP	UNWELL	Postural hypotension
[Redacted]	8	19/04/2018	07:39	Admitted Alex Ward 11	BLOOD IN CATHETER	Haematuria
[Redacted]	7	18/04/2018	22:53	Tfr AH ED / A&E	BLOOD IN CATHETER	Haematuria

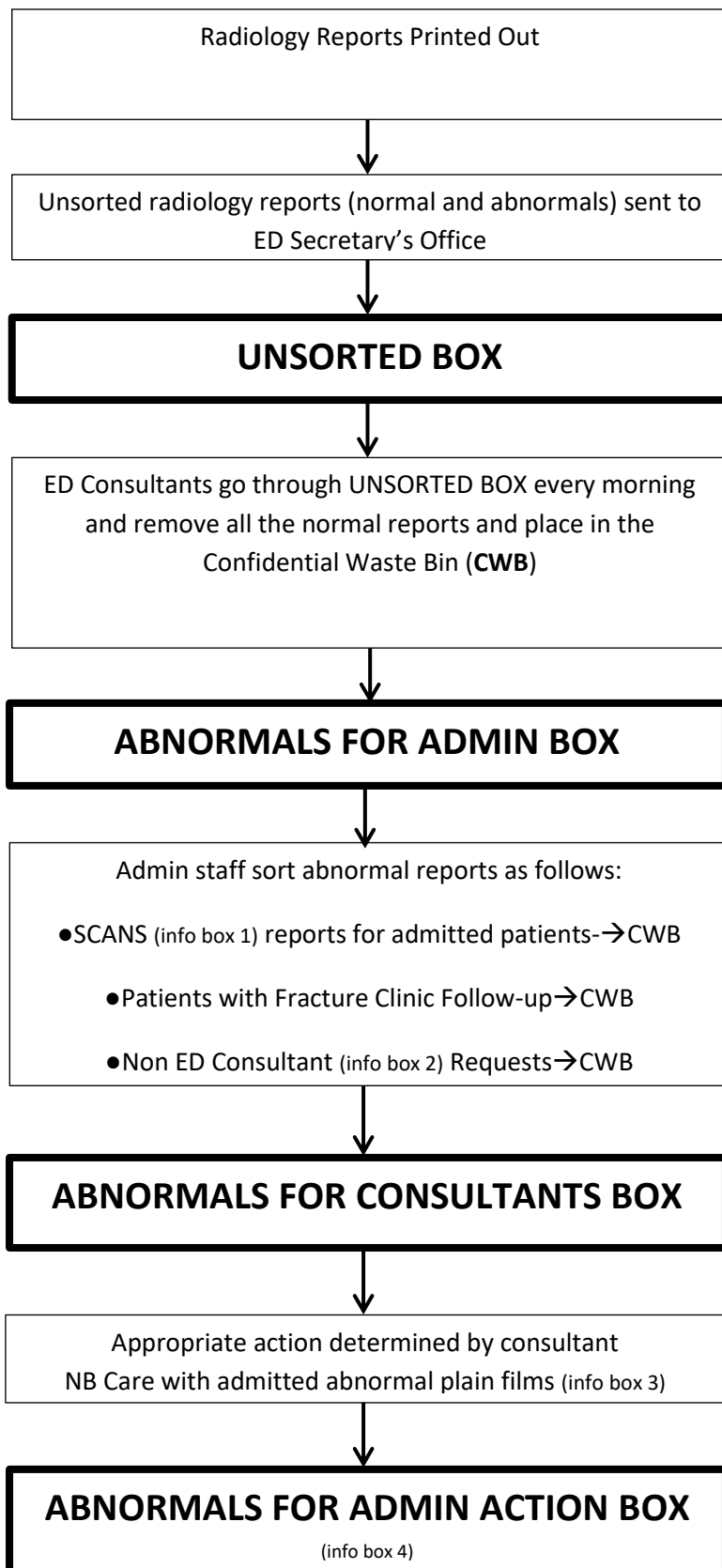
**Action Key to check for on Disposal:**

<b><u>Disposal</u></b>	<b><u>Action</u></b>
Admitted	Write on the results where they were admitted
Fracture Clinic	Ensure there has been a fracture clinic appointment made on Oasis patient diary's and add the date to the results
Discharged	Check if there have been any appointments made in ED review clinic or any clinics on Oasis then add this to the results form, if nothing booked for future review note this on the results
Self-Discharge	Check if there have been any appointments made in ED review clinic or any clinics on Oasis then add this to the results form, if nothing booked for future review note this on the results

Abnormal results with no follow ups that have been returned back to ED will be checked by ED consultant to ensure patient hasn't been missed and appropriate care was taken.

**Appendix one**

**WRH Emergency department Printed X-ray Report Checking  
 Flowchart**



**Info Box 1**  
 ● Examples of 'SCANS':  
 CT scans  
 Ultrasound Scans  
 ● Examples of 'Plain Films':  
 Chest X-ray  
 Abdominal X-ray  
 Bone X-ray

**Info Box 2**  
 WRH ED Consultants  
 ● Williams, E  
 ● France, J  
 ● Levett, I  
 ● Walton J  
 ● Turley, N  
 ● Hodson R  
 ● Risley, J

**Info Box 3**  
 It is possible for a plain film on an admitted patient only to be reported after the patient has been discharged. It is therefore possible that an ED requested plain film may have a significant abnormality eg. lung CA and the admitting team not realise and they will never find out because it will have an ED consultants name attached to the request not the admitting consultant's name.

**Info Box 4**  
 Examples Admin Action:  
 ● Scan annotated report to notes  
 ● Scan Abnormal radiology form to notes  
 ● Fax / Email GP  
 ● Fax / Email consultant