

Emergency Medicine Standard Operating Procedures

WRH Emergency Department Receptionists for dealing with X-ray Reports

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

Aim and scope of Standard Operating Procedure

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Target Staff Categories

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This SOP has been written to clarify the role and expectation of the ED receptionists when sifting through printed X-Rays Reports that have been provided by the radiology department. The SOP is designed to be an interim measure until an automated computer application is in place to replace the need to print off the paper reports.

Date of receipt of abnormal and normal X-ray reports logged on separate sheet of paper. If more than 4 days have elapsed since the provision of any x-ray reports then this needs to be escalated to the Head of Reception or in their absence the duty ED consultant.

Modification 17.10.2017: In view of ED reports from non-ED consultants being sent back by specialty teams, process abandoned, reports to be shredded by receptionists and not sent to specialty consultants.

