TECHNOLOGIST STANDARD OPERATING PROCEDURES

Daily Check List

Daily Check List:

1. Clock into your ADP. _____
2. Log into your Valley email account and review emails. ____
3. Set up your Med Informatics (MI) workstation monitors to display Workflow master list and exams on HOLD list. ____
4. Review and take appropriate action MI for exams notes, HOLD, Radiologist comments on notes. ____
5. If patient is no show - see no show policy – contact patient ____
6. Turn on your equipment and perform necessary QC ; Document accordingly. ____
7. Protocol studies for same day, next day and 2 days ahead- Consult VRC radiologist as necessary if orders don't match stated indication
8. Perform universal checklist (orders available, eligibility performed, labs as necessary, authorization as necessary, insurance input, referring physician's name input properly) for same day, next day and 2 days ahead. Communicate and coordinate with Chaser representatives accordingly.
9. Check- in with site Lead (if necessary huddle to discuss any last-minute workflow issues).
10. Prepare for patients. Interview patients and get specific history for according to ICD-10 requirements, obtain consent
11. Make sure All acquired image transfer to SECTRA -PACS correctly. ___
12. Complete Exam in Med informatics (MI). Make sure referring doctors name in MI matches name on order, properly input the INDICATION and TECHNOLOGIST note sections with history provided on doctor's order and additional ICD-10 information gleaned from patient during interview.
13. Mark the Exam DONE and make sure it is COMPLETE EXAM -RADIOLOIGST READ. ____
14. Check MI Exams on Hold throughout the day (screen should be on monitor) . _____
15. Contact Radiologist by telephone or in person for any STAT exams
16. Follow Equipment failure and Preventive Maintenance procedures for saving documents.
17. Notify Operations Manager and Site of any equipment warnings or failures.
18. Make sure all the exams are COMPELTED Exams-Radiologist Read- Before going home! _____
19. If Idle, then check-in with Site Lead or Operations Manager for alternative function (see list of things to do)
20. Clean room and prepare for next day /exam. _____

21. Log out of computer MI and put all computer equipment in energy saving mode. _____
22. Clock out at ADP. _____
23. Close and lock external doors at appropriate closing time. _____
24. Turn off all lights, exit ensuring door is locked behind you._____