

Germantown ED Film Handling and Reading

CT Studies at GTER

- *Study is performed and immediately loaded onto E-med server by technologist.*
- *Technologist calls reading room (215-456-6312)(M-F 8-5) or beeps resident on call pager (2-2180) at other times.*
- *Study should be read within one hour from notification.*
- *Report should be typed into message feature on E-med.*
- *If no report within one hour, GTER attending should call or page to ensure prompt reading.*
- *Technologist puts films into a CT jacket and gets master folder (MF), if it resides at GT file room.*
- *CT is placed with films to be brought to AEMC file room on the next shuttle.*

Plain Radiography at GTER

- *Films are viewed by GTER physician, and a preliminary impression is written on requisition form along with any pertinent history and physical findings.*
- *Films are then placed in a manila folder with patient's name and MR# on the outside (as in AEMC ER).*
- *Technologist matches study with MF if it resides in GT file room.*
- *Technologist keeps a running log of all studies performed. This is sent along with the films with the courier.*
- *Films and MF (if available) are put **in a designated area** to be picked up for transport to AEMC file room.*

- *If MF is at CORA or EPRA, technologist calls EPRA or CORA file room to notify them to send folder to AEMC. If after hours, a message is left on the answering machine so that folder is sent ASAP.*

At AEMC File Room

- *Studies without MFs are matched with master folder if at AEMC **on a priority basis**.*
- *All plain film studies with folders are hung on designated GTER alternator (#3).*
- *Studies awaiting MF from CORA or EPRA, or whose MF cannot be immediately located, are put out to be read ASAP. Decision to read without MF will be made by radiologist.*
- *Log sent along with films is put out with films at the alternator so that studies can be checked off as they are read. This will help prevent studies from falling through the cracks while being matched up.*
- *CT studies are matched with MF and **brought immediately** to appropriate reading section to be read on a priority basis.*
- *Once read, MFs are kept at AEMC file room.*

Radiologist's Responsibilities

- *GTER films are read on a priority basis*
- *Any major discrepancy with GTER physician read is called immediately to GTER attending (215-951-8060).*
- *Minor discrepancies are called to 4444 line.*

- *Requisitions without preliminary readings are considered discrepancies and are called to GTER*
- *GTER tracks all discrepancies for QA purposes.*

Transportation

- *Films will be transported from GT to AEMC file room along with any MFs needed for other reasons by regular couriers Monday to Friday during the day.*
- *Overnight films are made ready for transport early in the morning and brought to AEMC by 9 AM.*
- *Transportation on weekends is performed **by security officers**. As on weekdays, they should be at AEMC by 9AM.*
- *GTER films are brought to designated alternator to be read by weekend attending before leaving for the day. May be dictated by on call resident.*