

St Vincents / Optimal Imaging Radiology Downtime Requisition

St Vincents Riverside Southside Clay St Johns Imaging Center Arlington ER Westside ER

Optimal Forbes Southside Clay Mandarin Westside St Johns Town Center Orange Park

Accession:	Patient Status:	Outpatient	Inpatient	ER Patient
Ordering Clinician:				

Last Name:	Date of Birth:
First Name:	MMI/MRN:
Middle Initial:	Room Number:

Exam Ordered:	Order Date:
Modality: CT MR US XR NM MG DX IR	
Order Priority: STAT ASAP Routine Portable	
Transport: Walk Wheelchair Stretcher/Bed Isolation Oxygen	

Clinical History:

Date/Time Performed:	Tech Initials:
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If ordered with IV Contrast:

Cr/GFR:	IV Size:	Allergies:
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Downtime Recovery:

Real Accession:

Ordered in Cerner (correct date/time)

Completed in Cerner (correct date/time)

Correct MMI

Correct Exam Description

Images Moved

PACS - Edited, Work Listed, Exported

Documents Scanned

Dictation Migrated

Billing Checklist:

Driver's License - Name, DOB, Address

Insurance Card - Insurance Info

Hospital Location & Patient Status (see above)

Finalized Dictation

Authorization (if outpatient)
