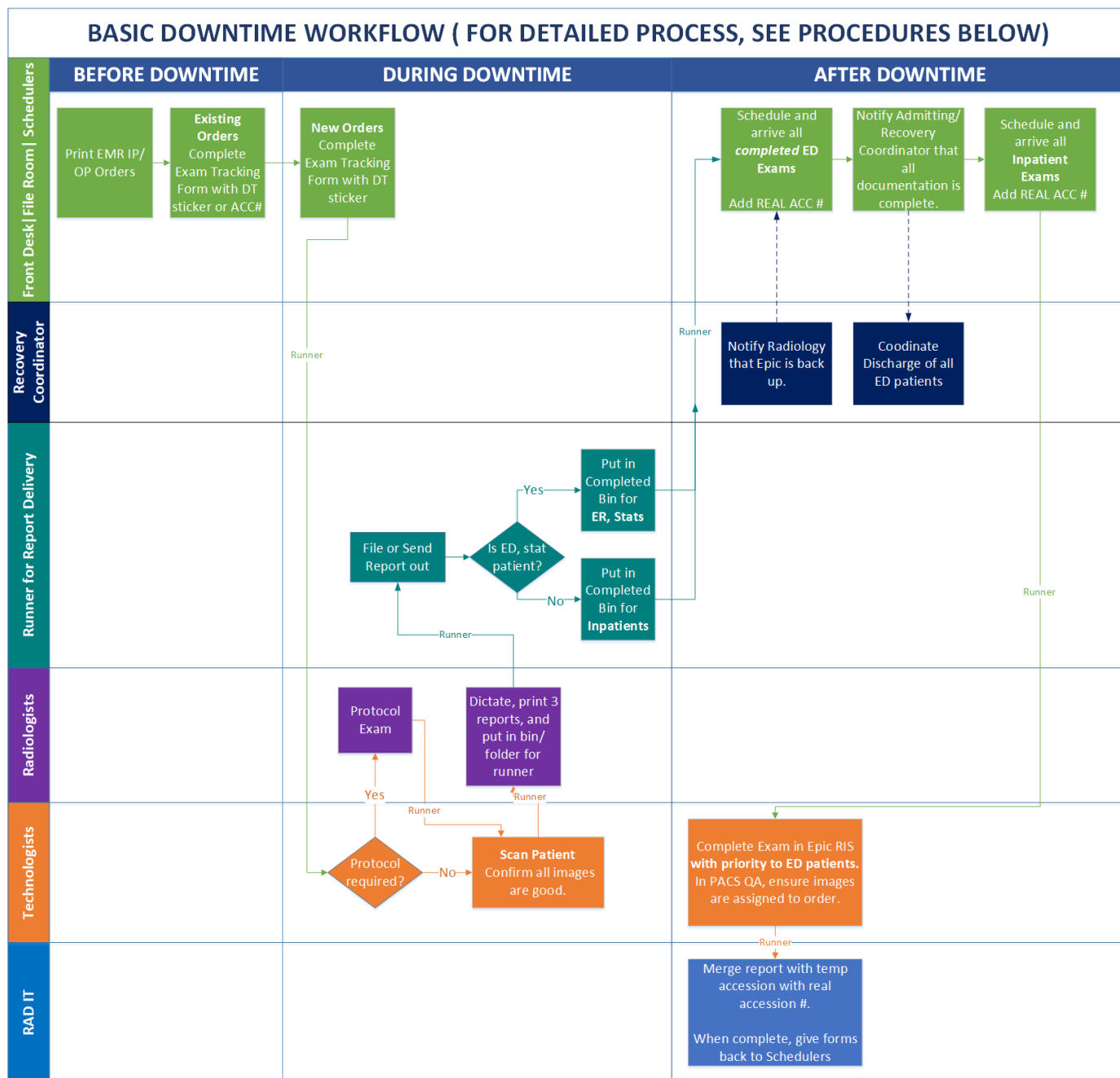


RADIANT PLANNED DOWNTIME PROCEDURES



REQUIREMENTS

Prior to planned downtime, leadership at each site will designate “runners” responsible for moving the downtime forms from one group to another.

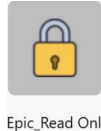
Designate the following runners:

- Runners will need to be assigned to transport DT forms from/to each team (Sched/Tech/Rads). See all areas

in above flowchart where “Runner” is designated on the flowchart arrows. The default group responsible is indicated by the color of the text, however the responsibility of runner may be adjusted based on specific site needs.

- A runner responsible for the outbound delivery or filing of the dictated report. See Runner for Report Delivery section for more information.

Epic Read Only - To access this icon, please refresh Citrix on system tray. Click on the + sign and select **Epic_Read Only**.



The **Epic Read Only** icon will be available during downtime. The information will be up to date as of the downtime.

FILE ROOM | FRONT DESK | SCHEDULERS


PRIOR DOWNTIME

1. One hour prior to downtime, get printed Technologist Worklist from technologist.
2. Prepare downtime forms for exams that will not be completed prior to system downtime.

DURING – EXAMS

1. New exam requests Inpatient (Faxed), ED (Physical): Use downtime form.
2. On Downtime Form:
 - a. Place TempAcc# sticker.
 - b. Write patient/exam information. Include reason for exam.
3. On Faxed order:
 - a. Place 2nd TempAcc# sticker on order.
4. Staple Downtime Form and Faxed order together.
5. Runner to give stapled documents to Technologist.

AFTER DOWNTIME

1. ***After Recovery Coordinator notifies Radiology that Epic is back up***, collect the Downtime forms from both the **Radiologist ER/Stat** and **IP** completed bins.
2. Schedule and arrive only Completed ED patients:
 - a. Log into Epic.
 - b. Click Anc Orders and type/search for patient under Patient Lookup.
 - c. Click New Order.
 - d. Fill in the following information:
 - a. Referring Prov. (From Faxed Order)
 - b. Procedure.
 - c. Reason for exam.
 - e. Enter Order Note “Completed during Downtime” for Techs to see (in Tech worklist)
 - f. Any fields that have .
 - g. For CT and MR exams: For Record Decision Support information, type No.

- k. Decision Support Exception, select Technical issue; EHR or qCDSM (MC).
 - l. Contrast Allergies, select Unknown.
 - m. History for Kidneys, select Unknown.
 - n. Click Accept and answer all prompts.
 - o. Schedule patient.
 - p. Click Add-on.
 - q. Select Modality.
 - r. Confirm Check In box is checked.
 - s. Click Accept.
3. Notify Recovery Coordinator that all ED patient documentation is complete.
4. Schedule and arrive all Inpatient Exams and hand all forms to Runner/Technologist.

TECHNOLOGISTS

PRIOR DOWNTIME

1. One hour prior to downtime, check if exams have been protocolled. If not protocolled, have Radiologist protocol exam.
2. One hour prior to downtime, print two copies of the Technologist Worklist (for each modality).
3. Provide one copy of Technologist Worklist to schedulers to prepare the downtime forms.

DURING – EXAMS

1. Scheduler/Runner will hand Technologist the Downtime Form.
2. If exam was scheduled prior to downtime, log into Epic Read Only to verify exam has been protocolled.
3. If protocol required, give Downtime Form to Radiologist to protocol.
 1. Once protocolled, manually enter patient demographics which includes the “U” MRN and Temp Acc# on modality.
4. Perform Exam and push images into PACS. **If Stat, let Radiologist know exam is Stat.**
5. Write Begin/End Time of exam, Medications, and Technologist name on the Downtime Form. Ensure images are correct.
6. Place the Downtime Form in the Radiologist “IN BIN”. X-Ray: Make copy of Downtime Form for reconciliation.

AFTER DOWNTIME

1. Scheduler/Runner will hand Technologist the Downtime Form.
2. Log into **Epic**.
3. From the Technologist Worklist, select exam to begin and click **Begin Exam**.
4. In **Begin time** field, type in the actual time the exam was begun.
5. In **End time** field, type in the actual time that the exam was ended.
6. In **Technologist** field, type in name of technologist that performed exam.
7. Add Medication and administer medication.
 - In Date/Time fields, type in actual time contrast was administered.
 - In Comment field, type in the name of user that administered the contrast/medication, e.g., ‘Administered by *Tech Name*’.

iohexol (Omnipaque) 350 MG/ML contrast injection 150 mL : Dose 150 mL : Intravenous : Once as needed : procedure

Ordered Admin Amount: 150 mL
Dispense Location: UVMC Floor Stock
Order Dose: 150 mL
Route: Intravenous
Frequency: Once as needed
Order ID: 470240132
Order Start Time: Today 07/16/21 at 1506
Administrations Remaining: 0 (+1 in progress)
PRN Reasons: procedure
Phase of Care: Active Now
References: Micromedex
Linked Line: Peripheral IV 06/23/21 16 G Anterior;Distal Left Forearm (This Admin)

Action: Contrast Given
Date: 7/16/2021 Time: 1506
Comment: Enter Comment
Route: Intravenous
Dose: 150 mL
Order Concentration: 1 mL/mL

8. Add Study Notes, etc.

Important: Techs will need to enter a Study Note for each downtime exam, “Completed during Downtime” so Radiologists can see in Study Summary.

Ztest, Joy

Chart Review MAR Technologist Navigator

Technologist Navigator - End Exam: 8/11/2021

Go Back Mark as Epted Assign

END EXAM

Staff info

Notes

PI Rad Status

Protocol Orders

XR Chest 1 Vw

Order Questions

Begin Time: 08/11/2021 01:34 PM

End Time: 08/11/2021 01:34 PM

Supporting Staff

Repeat Count

Repeat Reason

Performing Physician

Reading Priority

Confirm Resource

HMEDXREPORT1

Study Notes

XR Chest 1 Vw

Completed during Downtime

Entered By: Renee M Grass-Rothness, Technologist

Last Modified: 8/11/21 1:35 PM

9. End exam.

Technologist Navigator - End Exam: 7/16/2021

Go Back Mark as Epted Assign

END EXAM

BestPractice

Staff info

Begin time: 03:04 PM

Begin date: 7/16/2021

End time: 03:05 PM

End date: 7/16/2021

Technologist: RADIOLOGY, TECHNOLOGIST

Supporting staff:

Performing physician:

Reading priority: Routine

Confirm resource: UMCT1

10. Use Quality Assurance in Visage to fix Patient/Merges.

11. Runner to give the Downtime Form to Rad IT. (All exams must in End Exam Status in Epic.)

RADIOLOGISTS

PRIOR DOWNTIME

- Finalize all studies prior to downtime.

DURING – EXAMS

- Radiologists will read exams that are placed in the **Radiologist In-Bin**.
- Look patient up in PACS to view images.
- In PS360, type in the **TempAcc#** that is on the Downtime Form in the **Quick Search window**. This will create a temporary order. Click **OK** to continue.
- Use downtime macros that start with **_downtime**.

5. At the top of the report, put in the Patient Name, MRN and the temporary accession number.
6. Final sign if *possible* and if not, Prelim result in PS360.
7. Print 3 copies of report/result.
8. Write **READ** on Downtime Form.
9. Put in designated bin/folder for runner to put in File Organizer and the **Radiologist ER/Stat and IP Out-Bins**.

AFTER DOWNTIME

1. Finalize any preliminary results.
2. Use Radiant integrated workflow. **Do not dictate for exams completed during downtime.** See Study Summary for Study Notes that indicate “Completed during Downtime” until RAD IT contacts you to resume normal workflow.

The screenshot shows a software interface with a yellow header bar. Below it, there's a 'Study Summary' tab. A 'Study Notes' section is highlighted with a red box, containing the text: 'Mar, Rachael Y on 8/9/2021 10:13 AM Completed during downtime'. To the right of the notes, there are two panels: 'Relevant' with 'No labs found.' and 'Recent' with 'No pathology'. At the bottom, there's a 'Protocol Summary' section.

RUNNER FOR REPORT DELIVERY

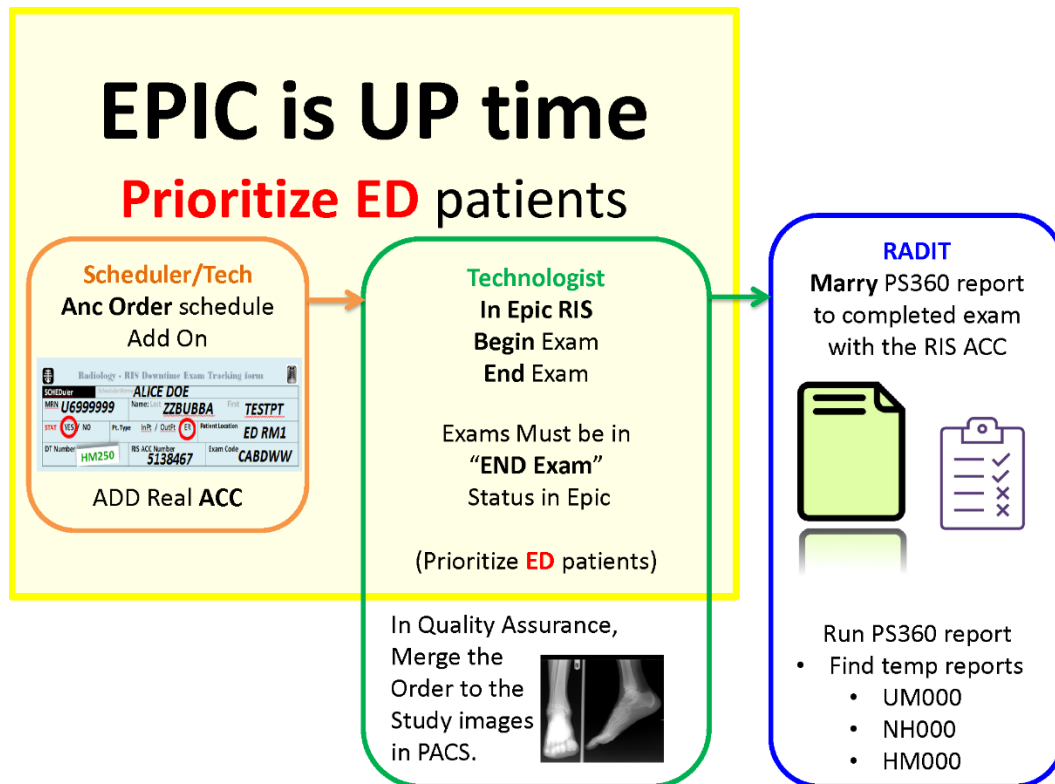
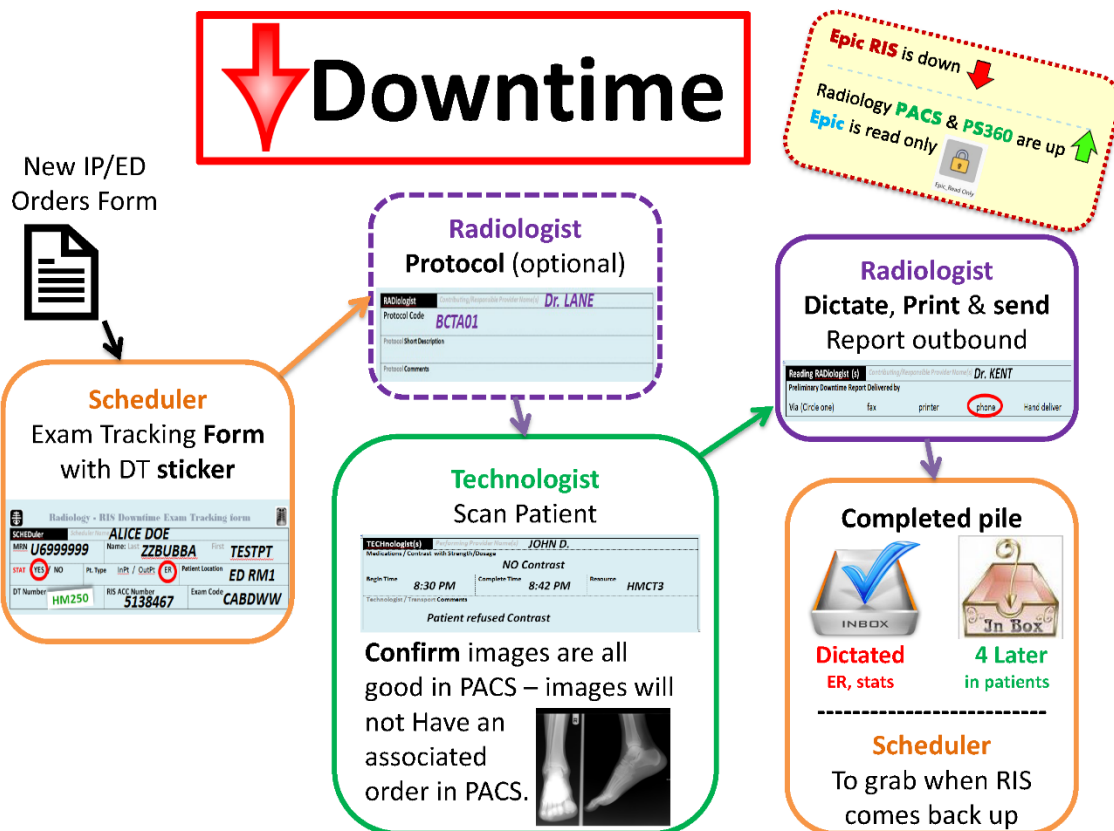
DURING DOWNTIME

1. Collect blue downtime forms with copies of dictated reports from radiologists.
 - a. Send out 1st copy of report to ordering provider (based on site practice, e.g., hand deliver, fax, phone).
 - b. File 2nd copy in a designated folder, e.g. HMC ED File, as a backup for the ordering provider.
 - c. Staple 3rd copy of report to blue downtime form.
2. Complete Runner section of blue downtime Form
 - a. Write name in Runner section.
 - b. Indicate how results were delivered.

The screenshot shows a form with a black header bar containing 'RUNNER (s)' and a yellow bar containing 'Front Desk/Scheduler/Technologist Name(s)'. Below this, there's a section titled 'Preliminary Downtime Report Delivered through:' with four options: '(Circle one)', 'fax', 'phone', and 'Hand deliver'.

3. Separate IP from ED exams and place in **IP Bin** or **Radiologist ER/Stat Bin**, respectively.

WORKFLOW DIAGRAM HANDOUT



Exam Tracking form

Radiology - RIS Downtime Exam Tracking form																													
SCHEDuler <small>Scheduler Name</small>																													
MRN	Name: Last		First		DOB																								
Ordering Provider	Name		Phone Number		Fax Number																								
STAT	YES / NO	Pt. Type	InPt / OutPt / ER	Patient Location																									
DT Number			Exam Code																										
RIS ACC Number(s)																													
RADiologist <small>Contributing/Responsible Provider Name(s)</small>																													
Protocol																													
TECHnologist(s) <small>Performing Provider Name(s)</small>																													
Medications / Contrast with Strength/Dosage																													
Begin Time		Complete Time			Resource																								
Technologist Comments																													
Reading RADiologist (s) <small>Contributing/Responsible Provider Name(s)</small>																													
RUNNER (s) <small>Front Desk/Scheduler/Technologist Name(s)</small>																													
Preliminary Downtime Report Delivered through:																													
(Circle one) fax phone Hand deliver																													
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RIS Downtime Exam Tracking Form.docx Updated: 3/28/2025

Radiology - RIS Downtime Exam Tracking form																																	
SCHEDuler <small>Scheduler Name</small> ALICE DOE																																	
MRN	Name: Last		First		DOB																												
U69999999	ZZBUBBA		TEST		5/1/85																												
Ordering Provider	Name		Phone Number		Fax Number																												
Jane Fellner	744-1234		744-5678		ED RM1																												
STAT	YES / NO	Pt. Type	InPt / OutPt / ER	Patient Location																													
DT Number			Exam Code																														
HM250			CABDWW																														
RIS ACC Number(s) 5138467																																	
RADiologist <small>Contributing/Responsible Provider Name(s)</small> Dr. LANE																																	
Protocol BCTA01																																	
TECHnologist(s) <small>Performing Provider Name(s)</small> MIKE BROWN																																	
Medications / Contrast with Strength/Dosage No Contrast																																	
Begin Time		Complete Time			Resource																												
8:30 PM		8:42 PM			HMCT3																												
Technologist Comments Patient refused Contrast																																	
Reading RADiologist (s) <small>Contributing/Responsible Provider Name(s)</small> Dr. KENT																																	
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