

Diagnostic Imaging Procedure Request Forms

ACTION REQUIRED

Subject: Diagnostic Imaging Procedure Request Forms – Revisions Notification

Revisions have recently been made to all Diagnostic Imaging (DI) Procedure Request forms.

NOTE: This change notice impacts all providers referring into AHS Diagnostic Imaging using the AHS DI Request forms, including paper forms or clinic EMR's. There is no impact to providers submitting in-system electronic requests (i.e. Connect Care)

Action Required

- Begin using the revised DI Procedure Request forms immediately.
- As of June 1, 2023, requests received on old forms or incomplete new forms may be re-routed back to the provider.
- Ensure all old electronic and paper versions are deleted, removed, and discontinued within the 6-month transition period (Dec 1, 2022-Jun 1, 2023).
- All EMRs should be updated with the revised DI Procedure Request Forms.
- Provider ID and Department ID must be entered on request forms to enable delivery of results electronically.
- Filling out the new booking forms completely ensures that DI has all the correct information required for exam booking, patient notification and results delivery.

Where to Find DI Procedure Request Forms

- [AHS Insite](#): Provincial Forms Library > filter to Diagnostic Imaging
- [AHS.ca External Website](#): Diagnostic Imaging Services
- [Alberta Referral Directory](#) > search Diagnostic Imaging
- Order from [Data Communications Management](#)

Why is This Change Happening?

The paper forms were updated to be consistent with the required fields in Connect Care.

These revisions will mitigate identified issues with appointment notifications and delivery of results and will meet updated practice standards as recommended by the Canadian Association of Radiologists (CAR) and/or the American College of Radiology (ACR).

What Revisions Were Made?

- Patient address was added - DI booking staff require current patient address for delivery of appointment notifications to the patient
- Provider Locum information was added - required to ensure DI exam results are delivered to the appropriate location
- Provider ID and Department ID are required to facilitate electronic delivery of results
- Accurate and full completion of DI Procedure Request forms by ordering providers ensures that DI Booking Staff have all the correct and up-to-date information required for exam booking, patient notification and results delivery.

Additional Revisions

All DI procedure request forms now also include:

- standardization of patient and provider demographics section (top half); and
- additional space for the following sections:
 - a. Requested Procedure

- b. Reason For Exam
- c. Clinical Question to be Answered

Revisions to individual DI procedure request forms include:

1. Computed Tomography (CT) Request (form # 00030): Updates to *Current Patient Condition* section
2. Image Guided Interventional Procedures Request (form # 09015): *For Biopsies and Drainages* section simplified
3. Mammography Procedure Request (form # 21356): Revisions to layout of Screening/Diagnostic/Interventional information
4. MRI Request (form # 04998):
 - Updates to *Safety Screening* section
 - Additional space added for Protocol and Radiologist identity
5. X-Ray/Fluoroscopy Request (form # 00040)
 - Title changed from *X-Ray Request* to *X-Ray/Fluoroscopy Request*
 - Updates to *Tech Notes* section

Thank you for your support. By using the new request forms, you help us reach our patients with appointment information in a confidential and timely manner and ensure the imaging results arrive at the correct location.

If you have any questions or concerns regarding this message, please contact DIPolicy.Support@ahs.ca

**Diagnostic Imaging
Quality, Safety and Education**