Radiology Orders

This tip sheet contains instructions for how to place outpatient radiology orders and optionally have them scheduled directly from the Radiology Department. The department of the provider's location drives the scheduling order process. This workflow pertains to advanced imaging tests, not x-ray.

This workflow will:

1. Transfer some of the scheduling load for imaging tests from providers/clinics onto radiology schedulers.
2. Better engage patients in choosing imaging appointments that are suitable to their schedules.

**URGENT STUDIES:** For exams needing to be performed in less than 5 days, you or your clinic staff must call the Scheduling Line @ 434-243-0321 to ensure the exam is performed expeditiously.

Explanation of Order Scheduling choices

1. **Ready to Schedule – Next Available:** This order automatically appears in the radiology scheduling work queue. Radiology scheduling staff will contact the patient and schedule the appointment at the next available slot that works for the patient. You do **not** need to call radiology scheduling in this case, but if the need for the study is urgent, then you must also call to ensure very timely scheduling.

2. **Ready to Schedule – Future Date:** If this button is selected, then a new order question will appear with request to specify the timing/date. This order will appear in the radiology scheduling work queue. Radiology scheduling will contact the patient directly and schedule the appointment considering the specified timing. You do **not** need to call radiology scheduling in this case.

   QUICK TIP: remember you can use Date Conventions to select dates
   - Click in the date field
   - Use: **T** for Today, **W** for Week, **M** for Month and **Y** for Year, depending on how far in the future you want the date to be. Example: W+6 would give you the date 6 weeks from today.

3. **To be Done OUTSIDE of UVA:** UVA radiology will not schedule this imaging appointment since it is to be done at a non-UVA facility. Follow the normal process for this type of order.
4. **Coordinate Imaging Exam with Upcoming Appointment**: This order will appear in a work queue within the clinic or pod. The clinic or pod will need to schedule the appointment first. In some cases, adding a brief explanation of the coordination desired in the Comments field ensures others understand the request. The clinic or pod staff will transfer the order to the radiology scheduling team to be scheduled. You do not need to call radiology scheduling in this case.

![Scheduling Status](image)

**Setting the Priority**

The standard outpatient radiology priorities of “routine” and “early reading” may prioritize the reading of the request, however only the next available appointment will be scheduled.

**For any urgent outpatient order, you or your clinic staff must call the radiology scheduling line @ 434-243-0321 to ensure the exam is performed expeditiously.**

![MRI myocardium without contrast](image)