

**Walk-in Out Patient Chest X-Ray or CT Chest (Higher Focus)
or Other Imaging Tests (Lower Focus)**

Stage 1

No Appointment

CXR—Walk in -

**Applies to Hospital Screeners*

- 1.) Patient presents to screening desk—states here for CXR—mention of COVID concerns.
- 2.) Patient told to mask (unless already masked). Phone number is obtained from patient and patient is asked to wait in their car with a call back.
- 3.) Screening desk calls 795-2403 and provides contact number for the patient.
- 4.) Registrar in Imaging checks for an order and consults Rad Tech if primary concern is not COVID related—takes patients information and follows process seen in Stage 2 step 4.
- 4.) If the primary concern is COVID screening patient is referred to tent or ordering provider w/CXR not performed.

Stage 2

Scheduled Appointment

CXR or CT Chest

**Applies to Office Practices*

- 1.) Office scheduled CXR or CT Chest
- 2.) If patient is in office @ time of scheduling give them a mask to wear at point of entry. If patient is not in the office advise the patient to put a mask on upon arrival to the building.
- 3.) Patient is instructed to call 795-2403 from the parking lot when they arrive prior to their scheduled appointment.
- 4.) Registrar completes patient registration process over the phone.
- 5.) Patient gives verbal consent and registrar documents verbal complete.
- 6.) Perform co-pays over the phone if unable to do co-pay disregard any need for cash/check payment.
- 7.) Registrar keeps the patient on the phone and coordinates time with X-Ray or CT Tech to meet patient at the 60 High Street Lobby doors
- 8.) Tech goes to front desk to pick up patient orders and goes to 60 High Street door to greet patient. Patient is screened at the desk.
- 9.) Tech escorts patient directly to the room for the procedure and escort them out post procedure. If a call report is expected the patient is to wait in their car for next steps once their provider receives results.

Stage 3

Patient Arriving for

Other Imaging

**Applies to Hospital Screeners*

- 1.) Patients arriving at any time for Imaging procedures and fail all 3 steps at screening check point should be :
 - Sent to the tent to be screened
- OR
- Can be directed to leave and contact their provider for next steps
2. Other patients who do not fit Stage 1 and Stage 2 and passed screening are sent to the Imaging Department for their procedures unescorted.

NOTE: Higher focus is placed on the patients presenting for Imaging Chest exams hence the higher focus in Stage 1 and Stage 2.