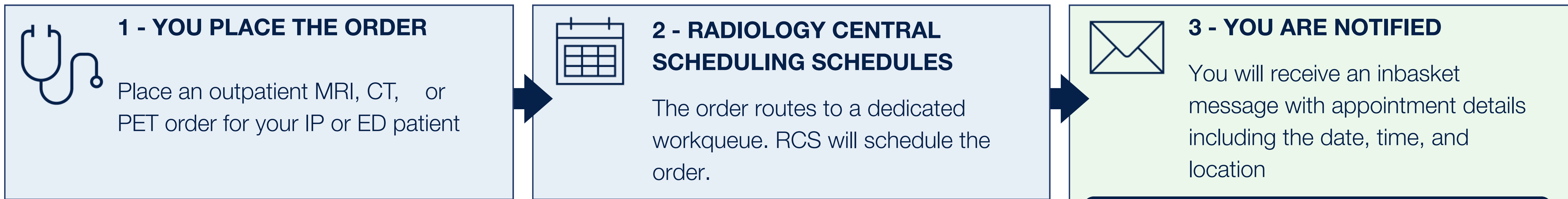


EXPEDITED POST-DISCHARGE IMAGING SCHEDULING

TIPSHEET FOR ORDERING PROVIDERS

HIGH LEVEL PROCESS OVERVIEW



NEW CONDITIONAL ORDER QUESTION

This conditional order question will appear for ordering providers placing **outpatient MRI, CT, and PET** orders on patients that are **currently admitted (including Emergency) at Moffitt-Long** through the **discharge navigator** or from the **post-discharge orders** section of the orders activity

Status: **Normal** **Standing** **Future**

Expected Date: Today Tomorrow 1 Week 2 Weeks 1 Month 3 Months 6 Months 1 Year ☐ Approx.

Comment: After Clinic Visit Before Next Appt Before Surgery With Next Clinic Visit

Expires: 6/11/2027 1 Month 2 Months 3 Months 4 Months 6 Months 1 Year

Priority: Routine (within 14 days) **Routine (within 14 days)** ASAP (within 72 hrs) Today (within 24 hrs) Scheduled (set expected date)

Resulting Agency: UCSF RAD

Reason for exam:

Would expedited scheduling of this study as an outpatient help facilitate care progression prior to ED or hospital discharge?

Yes **No**



Answer **YES** if having the appointment scheduled before the patient leaves the hospital will help facilitate care progression.

Answer **NO** for routine scheduling that does not need to be confirmed prior to discharge.

COMMUNICATION YOU CAN EXPECT



ORDER SCHEDULED

You will receive an inbasket message with the appointment date, time, and location

The message will be sent within 2 business hours of order placement



DELAY COMMUNICATION

If we are unable to schedule within 2 business hours, you will receive an inbasket message with information and updates regularly until the appointment is scheduled



ORDERS PLACED OFF HOURS

Orders placed after 4pm M-F or over the weekend (or holiday) will be addressed by 10am the following business day

RCS Business Hours:

Monday - Friday, 8:00am - 5:00pm

EXPECTED TURNAROUND TIMES



- Routine:** Within 14 business days
- ASAP:** Within 3 business days
- Today:** Not applicable to this process
- Scheduled:** Based on indicated date

HOW TO CHECK THE SCHEDULING STATUS OF YOUR ORDER

1

From **Chart Review**, go to the **Imaging** tab

Find your study and check the **Status** column. When scheduled, the status will change to **"Scheduled."**

Chart Review

Imaging Encounters Labs Micro Pathology Procedures Cardiology Other Orders

Preview Refresh Route Order Again Ambra Image Storage

Filters ☒ Hide Canceled ☐ CT ☐ MR ☐ US ☐ XR ☐ NM ☐ John Muir Results ☐ Dexa ☐ UCSF R

Ordered	Result Date	End Exam	Last Updated	Exam Name	Status
				CT Abdomen /Pelvis with ...	Scheduled

2

For more details about the scheduled appointment, click on the **Encounters** tab and **uncheck the "Default Filter"** box to view all scheduled appointments and studies

Imaging Encounters

view Refresh Route

☐ Default filter ☐ Me

3

Locate your order and click on it.

A window will open with the **appointment date, time, and location**

Future Appointments				
	Provider	Department	Center	Visit Type
7/13/2026 9:15 AM (Arrive by 8:15 AM)	MBCT2	UCSF Radiology Mission Bay CT	MB Rad	CT ABDOMEN/PELVIS WITH CONTRAST (In Person)

QUESTIONS OR ESCALATIONS?

Contact Radiology Central Scheduling Leads at radiologyschedulingleads@ucsf.edu or Jess Sloss, Interim Director of Radiology Access at jessica.sloss@ucsf.edu

APPLIES TO:

UCSF Parnassus (Moffitt-Long) Adult Inpatient and Emergency settings

NOT INCLUDED (YET):

Mission Bay, Stanyan, Hyde, BCH Oakland