

# Memorandum

**To:** Mary K. Greene, MD.  
Anne L. Calkins, MD.  
Dawn Light, MD.  
Mark Warren, DO.  
Mark J. Halsted, MD  
Frank Plank, DO.

**From:** Elizabeth H. Ey, M.D.

**Date:** October 2, 2012

**Re:** Updates



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- **MR schedule next 2 weeks** – Please be aware that the MR schedule for the next 2 weeks is very busy with virtually all of the sedation appointments filled. We will accommodate patients as needed by medical condition. Please try not to give the impression to referring physicians that we can easily accommodate an add on study. We will certainly accommodate the needs but it may take a fair amount of adjusting the schedule to make it work. Andrea, Nikki, and Tricia are working hard to make sure that all requests are accommodated as quickly as possible.
  - **Add on studies** – If you take a call from a referring physician for an add on procedure of any type, inpatient or outpatient, please use the printed Add On Procedure form found at the workstations to document the patient's name and location, type of study needed, referring physician, and contact numbers. You can also use this form to protocol the study for the tech. Once it is completed, give the form to Nikki. This information is very important to care for the patient efficiently and accurately. If you need additional forms, ask Nikki for some.
  - **PowerScribe templates** – Peggy is nearly finished in having us review the current templates in PowerScribe and making modifications. She will also be working to update the MRI protocol templates. Again, our goal is consistency in the nature and content of our reports. If you would like to change the templates or use a different template, please submit it Peggy right away for editing and approval.
  - **Future MRI needs** – Dr. Greg Ramey is chairing a committee to look into future MRI needs for Dayton Children's. We are in the information gathering mode to learn what our greatest needs are for MR services. The committee hopes to have a recommendation by the end of 2012 on what type of scanner to consider and where it might be located (as far as at the main campus or at one of the offsite imaging centers).
  - **Next radiologist meeting** – Monday, November 26 at 12:30 pm in the **Radiology Conference room**. If you have an agenda item to discuss, please forward it to me in an e-mail. Lunch will be provided.