

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: November 4, 2012

Re: Updates



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- **Getting IS/IT help** – Whenever you encounter a problem with PACS, PowerScribe, or teleradiology at work or at home (**even for Kettering residents** at night or **Riverside/Springfield** readings), please call the Medical Imaging Informatics contact person. This is often April Madden or a PACS master trainer. The contact person can be reached by calling **extension 3030**. The radiology personnel will work with the IS Help Desk to document and record the problem. The Help Desk will work with the Medical Imaging Informatics staff to identify the problem and escalate the issue to the appropriate IT specialist. The Medical Imaging staff can help make the appropriate contact at Kettering, Riverside, or Springfield. You can call the IS Help Desk directly if you prefer but you then should also contact the Medical Imaging Informatics contact in order to have the problem worked more efficiently.
 - **PowerScribe templates** – All radiologists are expected to use the approved PowerScribe templates for all medical imaging reports. The templates have been created to minimize typographical errors, create consistency within the department, and to allow accurate and timely billing. If you have suggestions for improvements on the templates, please forward them to Peggy Wiggins.
 - **Report Addenda** – Going forward, you may be contacted via e-mail from Zotec Partners (billing agency for Dayton Pediatric Imaging) staff to create an addendum for one of your reports. The addendum is required by Zotec to accurately capture the appropriate charge codes for the study you are reporting. **Please respond to these requests as quickly as possible.** The request may not seem important to the overall context of the report but is very important to the billing process. For instance, you may be asked to give a patient’s age for a PICC line placement (different billing code for different ages), or to specify if 3D surface reconstruction were created and if so by the radiologist or CT tech (again different billing codes), or even why the 3D reconstructions were created (for instance trauma). The phrase “to clarify diagnosis” does not provide adequate information for the billing service. They need specific information as to the disease category such as trauma or congenital malformation. Also, if you signed orders for sedation during a procedure, please list the sedation medications used and include the phrase “Sedation time was less than 30 minutes.” If the Intensivist provided the sedation service, indicate that in the report. Using the PowerScribe templates can help you avoid being asked for addenda. Zotec will maintain a record of how well the radiologist responds to the requests for addenda. If you have questions or concerns regarding these requests, please contact John Ey at John@DPI-pedrad.com or by phone 937-307-1956. Please do not contact Nikki Manns or Peggy Wiggins with questions regarding addendum requests from Zotec Partners.
 - **Riverside Radiology/Springfield-** Please respond as quickly as possible to requests for Riverside readings. If you see a study on the Springfield Pediatric Unread list without having been asked to read it, you can go ahead and read the study. Fill out a blank Riverside reading request form at the work station. You cannot be logged into Dayton Children’s PowerScribe at more than one workstation. You can be logged on to Dayton Children’s PowerScribe on PACS 3 and Riverside PowerScribe on the Riverside computer at the same time.
 - **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.