

# 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:** March 20, 2013



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- **Broken wire during GJ tube placement**-We have had another instance of a wire breaking during placement of a GJ tube. Please do not use 0.035 guide wires during GJ tube placement, even while using vegetable oil. Use a smaller wire, such as 0.025 or 0.018 if needed. Inject vegetable oil in the lumen before placing the wire in the catheter. Never pull on a guide wire when meeting resistance during removal. Remove the entire GJ tube first. Report any problems to Karen Swartz or Craig Carr.
  - **Technical Problems folder** – April Madden reviews the cases we place in the Technical Problems file in PACS on a regular basis. If you encounter a problem with the study technique, markings, artifacts, etc. you can place the case in the Technical Problems file for review. Please make an annotation on the bottom right corner of the problem image. Use the “PAINT” classification system (posted at the workstations) to categorize the type of problem. Make the annotation box small enough that only the letter shows (for example P-.....). Within the patient’s folder in PACS (below the work list), highlight the specific problem exam and click on the Add to Folder icon. Click on the Technical Problems folder at the bottom of the list. April will review the study and notify the technologist of the problem.
  - **Preliminary Reports during Downtime** – When you are not able to dictate a case because of a system downtime, please type a preliminary report in the Report field under the “Radiologist Findings”. Be sure to include the time of the preliminary report. Click on Save and close the report field. When you read a study for which a preliminary report has been given, include the Preliminary Report findings before the Findings section of the report, including the time and name of the radiologist giving the preliminary report.
  - **Springboro Testing Center** – Please do not leave the facility during the day (8:30 am to 5:30 pm) when you are scheduled at Springboro. The technologists and nurses at STC as well the radiologists at the main department depend on you being available to help with patient care, even during lunchtime.
  - **New Digital Portable machine** – A new digital portable machine is being put into operation in the ED. The new machine allows the technologist to view the portable image on the machine. The image is reviewed, annotated, and then sent to PACS from the machine. We may in the future be able to have the images sent wirelessly to PACS. For now, it requires plugging into a network drop outlet, similar to the C arms.
  - **Replacement Fluoro equipment** – The installation of the new GE fluoro equipment in rooms A and F in the main department requires some room renovations. The room renovations and equipment installation will take at least a month to complete. During that time, we will only have one regular fluoro room. Joanne Hand, Craig Carr, and Melanie Wilson are working on how to manage patient care and the fluoro schedule during that time frame. Options include using the Cath lab for some studies, scheduling modified barium swallows Monday through Friday, shifting fluoro exams to Springboro when possible, shifting VCUGs to radionuclide cystograms, and increasing the fluoro studies scheduled on Saturday. All options are being considered. We have not been given dates for the room renovation yet.
  - **Next radiologist meeting** – Monday, March 25 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.