

Department:	Radiology Department		
Document:	Multidisciplinary Policy and Procedure		
Title:	Reporting Time Limits Policy		
Applies To:	All Radiology Staff and Physician		
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1. PURPOSE:

- 1.1 To provide the fast, effective and high quality imaging services and reporting of results for all patients in Maternity and Children Hospital, Hafer Al Batin, Radiology Department.

2. DEFINITIONS:

- 2.1 **Radiological Report** – is a clinical and source document that provides interpretation and describes any radiology procedure conducted by a radiologist. The only person who is privileged to prepare and document a radiology report is a qualified physician who has been granted specific clinical privileges in that hospital or clinical settings.
- 2.2 **PACS** – Picture Archiving and Communication System

3. POLICY:

- 3.1 All radiological procedures will be performed and **reported** after receiving radiology request through PACS with complete and correct patient identification which is:
 - 3.1.1 Patient Name (Four names for Saudi/ Complete Name for the Non – Saudi).
 - 3.1.2 Medical Record Number or National ID Number/ Iqamah Number.
 - 3.1.3 Requested Examination.
 - 3.1.4 Complete and benefit clinical indications for the requested exam.
 - 3.1.5 Name of Referring Physician.
- 3.2 All requested examinations **should** be entered in PACS.
- 3.3 All requests have clearly marked fields, for ease of completion by the requesting physician as well as enough space for pertinent clinical history.
- 3.4 **The time limits for result reporting are:**
 - 3.4.1 **Emergency cases** will be reported “immediately”
 - 3.4.2 **Urgent cases** will be reported within “24 hours”
 - 3.4.3 **Routine cases** will be reported within “48 hours”
 - 3.4.4 **NOTE: The cases will be counted as "emergency" after the discussion with radiologist,** also may result in changing the exam modality, changing from urgent to routine or even exam cancellation in case of non-expected benefits.
 - 3.4.5 The referring physician of the emergency cases must be the consultant concerning with the case (surgery consultant for surgical cases, paediatric consultant for paediatric cases, orthopedic consultant for orthopaedic cases, consultant neurologist for neurological cases, etc.)

4. PROCEDURE:

- 4.1 The request must be completely filled out for the examination to be conducted. The main components are:

- 4.1.1 Patient Name (Four names for Saudi/ Complete Name for the Non – Saudi).
- 4.1.2 Medical Record Number or National ID Number/ Iqamah Number.
- 4.1.3 Clinical History: Pertinent clinical history.
- 4.1.4 Reason for the Examination: Why the examination needs to be conducted.
- 4.2 After performing the examination, all images will be delivered to PACS and reviewed by radiologist for reporting.

5. MATERIAL AND EQUIPMENT:

- 5.1 Computers with PACS.

6. RESPONSIBILITIES:

- 6.1 PACS Admin
- 6.2 Radiologists
- 6.3 Requesting Physician

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 <https://www.med-ed.virginia.edu>

9. APPROVALS:

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