

After hours guidelines for USTECHS email notification

In an effort to create a simpler way to communicate OB US exams done after hours/weekends and eliminate paper, the following email account has been created. Effective today 8/6/14, the email account (USTECHS) has now been activated. Please use this account to alert the sonographers that a report needs to be created in AS software.

All the sonographers will receive your message including tech aides. It will be the responsibility of the charge tech will create the AS report and to complete other necessary tasks assigning the report to the correct attending MD.

It will be the expectation of the weekend sonographer to check email by no later than 0900 each day. The report will be created and the attending notified so the report can be signed in a timely manner.

Please use this email account notification for the following reasons:

- All Ultrasound studies performed in the clinical setting of a positive hcg done after hours during the week or weekends that requires an AS report created.
- A request for a study after hours that has been determined to be non-emergent and can wait until the next business day (unless urgent on the weekend this means Monday). Patient contact information should be included if the patient is being sent home.
- During the US weekend coverage (Sat 8-7, Sun 8-5) all studies performed by the sonographers will be entered in AS software.

Please provide the following in your email message:

Attending MD who reviewed the study (to assign AS report correctly)

Study type

LMP (if applicable)

Date/ time study performed

MRN#

Last name

Patient location

****Patient contact information.** Only required if the study has been determined to be non-emergent and the patient is being sent home.