

Management of Referrals - Radiology District

Follow these guidelines to ensure timely and safe management of patients for their referral for a required examination procedures within the Radiology Department.

Key Aims

Referrals

Radiology requests will be completed by consultants, except for Ultrasound, Fluoroscopy and X-ray where GPs are able to refer.

MRI will not accept referrals from GPs – the exception being ACC work.

GPs can only refer CTU's and sinuses for CT – no other referral will be accepted from GPs.

Referrals sent to the Radiology Department will be automatically loaded in Karisma and sent for approval by the grading Radiologist.

Grading

Forms are graded on the following scale:

- 0 – within 24 hours
- 1-2 weeks
- 2-4 weeks
- 4-6 weeks
- 6 weeks (Routine)

The grading process may be divided between the other radiologists working on site at the time.

After the referrals have been graded, they are in the appropriate filters practice management in Karisma.

**Time Frames-
Dunedin**

For the expected time frame for routine examinations, see [Dunedin Hospital Radiology Waiting List \(Otago\)](#) (36722).

Booking

Each modality has their own process for managing their referral forms, and these will be booked according to the date of the referral and when it is received after it has been graded. The urgent referrals will be booked as soon as possible.

All paper requests are scanned into PACS.

**Referral to Other
Diagnostic
Radiology Services**

Further investigation using another modality may be recommended by the radiologist in his or her final report.

The decision to request this additional examination lies with the patient's referring clinician.

Associated Documents:

- [Dunedin Hospital Radiology Waiting List \(Otago\)](#) (36722).
- [Checking Request Forms \(Radiology\)](#) (29854).
- [Process for Radiology Referrals](#) (45657).

References:

- New Zealand Code of Radiological Management Practice (2016). International Accreditation New Zealand.

General Notes

Scope of Practice: Ensure you are fully qualified to perform the role specified in any document.

Deviations: If you need to deviate from any procedure, policy, or guideline, make notes and follow up.

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