Memorandum

Date: July 4, 2019
To: All MRI referring clinicians
From: Dr. Jonathon Leipsic, Regional Medical Director and Department Head, VCH/PHC Medical Imaging
Dr. Emil Lee, Regional Medical Director and Department Head, FHA Medical Imaging
Jeff Chabot, Project Manager, Lower Mainland Medical Imaging
Re: MRI Central Intake – August 12th Deadline for submitting completed MRI Requisitions

The Lower Mainland Medical Imaging (LMMI) MRI Central Intake Office (CIO) has been standardizing the referral process for outpatient MRI referrals since launching in October 2018.

We recently required all MRI referrals to use the new regional MRI requisition. A completed requisition allows LMMI to ensure that the referral is sent to the correct site and meets our accreditation standards. Having the CIO track these elements ensures that the MRI department receives all of the information to book the patient properly.

We are setting a deadline of August 12 after which the MRI CIO will not accept an MRI referral that is missing any of the mandatory information fields that are highlighted in yellow.

We received feedback at a recent physician user collaboration meeting that having the correct patient height and weight when booking the study was essential to mitigate issues at the time of the exam.

As of April 10th all of the major local EMR’s have the new regional MRI requisition added to their forms repository. The form is also available on Pathways and through our external VCH website at: http://www.vch.ca/MRI-Central-Intake

• Reminder – Answers to Frequently Asked Questions for MRI CIO:
  - All outpatient MRI referrals must be sent to the MRI Central Intake Office except the following:
    - MRI referrals to BC Children’s Hospital – send directly to the site
    - MRI referrals to the BC Cancer Agency on the VGH campus – send directly to the site
    - Specialty Co-located Clinics within the hospital that order through “Order Entry” should continue to order directly with the site MRI Department
  - Inpatient and Emergency MRI referrals should not be sent to the MRI Central Intake Office.
  - Urgent MRI referrals that require imaging within 72 hours should not be sent to the Central Intake Office, please contact the relevant site MRI department by phone to speak with a radiologist.
  - The new fax number for the MRI Central Intake Office is 1-866-588-6955
  - The new phone number for the MRI Central Intake Office is 1-866-588-6954

What studies require an Appropriateness Checklists for MRI?
  - All outpatient MRI referrals for lumbar spine, knee and hip body parts must be submitted along with a completed copy of the newly developed appropriateness checklist.
  - For additional appropriateness guidance from a radiologist, please connect with Rapid Access to Consultative Expertise (RACE) at http://www.raceconnected.ca/race-app/
  - Lower Mainland Medical Imaging is committed to evaluating and enhancing the new MRI central intake process. For questions regarding the new MRI central intake process, please email MRICentralIntake@vch.ca.