Memorandum

Date: April 24, 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 – May 13th Deadline for using new MRI Requisition

The MRI Central Intake Office (CIO) processes on average 2900 MRI referrals each week. Of those, 91% are submitted on the new MRI requisition while the other 9% are received on various old, legacy requisitions which often do not have the required information required for the CIO to appropriately assign the referral or even meet our accreditation standards.

We are setting a **deadline of May 13 at which time the MRI CIO will only accept the new MRI requisition**. Any alternative, legacy MRI requisition sent to the CIO will be returned to the office that it originated from with a delay of booking notification instructing the office to submit the correct requisition. The new requisition is shown to the right and a full copy of the MRI requisition will join this communication.

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

• Reminder - Frequently asked questions for MRI CIO:
  
  o **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 beside VGH – 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
  
  o **Inpatient and Emergency MRI referrals** should not be sent to the MRI Central Intake Office.
  
  o **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.
  
  o The new fax number for the MRI Central Intake Office is **1-866-588-6955**. The new phone number is **1-866-588-6954**.

What studies require an Appropriateness Checklists for MRI?

  o **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.

  o For additional appropriateness guidance from a radiologist, please call the Rapid Access to Consultive Expertise (RACE) line at 1-604-696-2131 or visit [http://www.raceconnect.ca](http://www.raceconnect.ca).

Lower Mainland Medical Imaging is committed to evaluating and enhancing the new MRI central intake process. Please provide feedback to use at [MRICentralIntake@vch.ca](mailto:MRICentralIntake@vch.ca).