



## PACIFIC RADIOLOGY GUIDELINES FOR REFERRAL TO PACIFIC RADIOLOGY

### Scope

These guidelines apply to all referrals for radiology services at Pacific Radiology Ltd.

### Objective

This protocol is intended to ensure timely diagnosis and treatment for patients by ensuring access to appropriate diagnostic imaging services whilst minimising radiation exposure.

Referral for services at Pacific Radiology must be in accordance with requirements of registration, licensing and funding authorities as well as recognised radiology standards including those issued by the:

- ❑ Royal Australian and New Zealand College of Radiologists (RANZCR)
- ❑ Australasian Society for Ultrasound in Medicine (ASUM)
- ❑ New Zealand National Radiation Laboratory (NRL)
- ❑ New Zealand Ministry of Health (MOH)

Pacific Radiology's radiologists are available to provide advice on any matters related to referral for services.

### Considerations

#### 1. Justification of the Use of Ionising Radiation

In accordance with NRL C5 "*Code of safe practice for the use of x-rays in medical diagnosis*" and NRL C3 "*Code of safe practice for the use of unsealed radioactive materials in medical diagnosis, therapy and research*", justification must be carefully considered in all cases of referral for procedures involving exposure to ionising radiation, particularly in regards to the potential benefits versus the risks of the radiation exposure.

Due to the significantly greater potential risk of radiation exposure to a foetus, children and adolescents, additional justification of exposure and strict limitation of radiation use is recommended in pregnant women and children under 16 years of age. If pregnancy status is uncertain this should be determined prior to referral for procedures requiring x-ray exposure.

#### 2. Radiation Dose Limitation

Limitation of radiation exposure is a key consideration in determining what examinations are appropriate.

Referrals should meet the New Zealand Ministry of Health Radiology Referral Guidelines and have the potential to deliver significant benefits for patient care.





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### Referral Requirements

#### 1. Referral Form

Pacific Radiology requires a legible radiology referral, signed and dated with the following information included:

- Referrer details (Full Name, Practice Address, Registration number)
- Patient Details (Full Name, NHI number, Address, DOB)
- Details of the examination required
- Clinical justification including the results of physical examination or other relevant investigations
- ACC Claim Number (if eligible)
- Details of additional persons requiring report copies

#### 2. ACC M45 or Equivalent

Pacific Radiology also requests that a copy of the ACC M45 or equivalent is provided at the time of referral if applicable.

#### 3. Advice to Patients of Examination Charges

There is a charge for all examinations at Pacific Radiology; the costs incurred by the patient will depend on the examinations required and their eligibility for funding. It is recommended that all referrers make their patients aware of charges prior to referring to Pacific Radiology. An indication of charges can be obtained from the Pacific Radiology website (<http://www.pacificradiology.co.nz/services/prices>).

Some funding criteria exclude referral from non-GP referrers. Please refer to individual funding criteria available from the funding agency.

#### 4. Additional Requirements

Some examinations require patient preparation or additional information. Please contact our booking staff on 04 9785500 for further information.

Our website (<http://www.pacificradiology.co.nz>) also contains information about individual examination requirements.

### Image and Report Delivery

Pacific Radiology aims to deliver reports and images to referrers as soon as possible.

For results requiring urgent action the reporting radiologist will contact the referrer by phone if possible. A faxed report will be sent urgently in addition to regular methods of report delivery. All other reports are sent using the referrer's preferred delivery method.

All images are stored electronically and referrers can access images of their patients using our web-based picture archiving system (Inteleviewer PACS). Patients are not routinely given images although these can be supplied in CD or film format if specifically required.

#### References:

NRL Codes of Safe Practice <http://www.nrl.moh.govt.nz/regulatory/>

New Zealand MoH National Radiology Referral Guidelines <http://www.electiveservices.govt.nz/pdfs/Radiology-Referral.pdf>





**PACIFIC RADIOLOGY  
NEW REFERRER REGISTRATION**

<b>Title:</b>	Prof / Dr /Mr / Mrs / Ms / Miss		
<b>Name:</b>	<hr/>		
	<i>Surname</i>	<i>First Names</i>	
<b>Registration Scope:</b>	<hr/>		
<b>Registration Number:</b>	<hr/>		
<b>Primary Practice Address:</b>	<hr/>		
	<hr/>		
	<hr/>		
<b>Other Practice Address:</b>	<hr/>		
	<hr/>		
	<hr/>		
<b>Contact Details:</b>	<b>Phone:</b> <i>work</i>	<i>mobile</i>	
	<hr/>		
	<b>Fax:</b>		
	<hr/>		
	<b>EDI:</b> (please provide address)		
	<hr/>		
	<b>Mail:</b> (address if different from above)		
	<hr/>		
	<hr/>		
<b>Preferred Report Delivery Method/s</b>	(Please circle)	<b>MAIL / FAX / EDI</b>	
<b>Please contact me to arrange PACS access</b>	<b>Yes</b>	<input type="radio"/>	<b>No</b> <input type="radio"/>
<b>Signature:</b>	<hr/>		
	<b>Date</b>		

Please return the completed form to:

Teresa Grace  
Communications Manager  
Pacific Radiology Ltd  
P O Box 7168  
Wellington 6242  
Phone: 04 978 5524  
Fax: 04 978 5523

