

**COVID 19 Response – Submitting Requisitions to Medical Imaging Facilities
Temporary Options for Practitioner Working from Home**

Issue: practitioners working from home are seeing patients virtually and need a means to submit requisitions to public and private medical imaging facilities.

Requirement: medical imaging locations need to be able to authenticate and process requisitions.

Current contact number must be included in the requisition.

Below are the options for a practitioner submitting a medical imaging requisition to a health authority or a community radiology/ultrasound site.

OPTIONS

Phone	Facilities cannot accommodate requisitions over the phone.
Fax	<p>Fax requisition directly to patient’s requested service location after ensuring:</p> <ol style="list-style-type: none"> The service location is open). Patient understands they must go to that specific location. The requisition includes current phone number where the practitioner can be reached.
eFax (EMR with efax capability)	<ol style="list-style-type: none"> Generate requisition (e.g. using your EMR) Add electronic (stored) or real-time digitized signature (e.g. stylus/mouse)¹ efax the requisition file attachment directly to a specific lab or medical imaging fax machine after ensuring: <ol style="list-style-type: none"> Service location is open (some have been closed due to COVID 19) Patient understands they must go to that specific location The requisition includes current phone number where the physician can be reached.
Email to Patient (NOT RECOMMENDED due to security)	<ol style="list-style-type: none"> Generate requisition (e.g. using your EMR) Be sure to include a current phone number, where the practitioner can be reached Add electronic (stored) or real-time digitized signature (e.g. stylus/mouse)² Email the requisition file (usually in PDF format) attachment to the patient with instructions for them print the requisition and bring it to medical imaging facility. <p>Note: Most facilities cannot accommodate requisitions on mobile phones.</p>

Practitioner should advise patient:

- They must go to the location they have asked their physician to send the requisition.
- To help ease Medical Imaging site workflow, ask the patient to visit as soon as possible.

¹ A **real-time** digital signature on the requisition created with a mouse or stylus is preferred. An electronic signature (single, stored image) may be accepted.

