STAT Exam Scheduling

Emergency STAT Workflow

(Same day scheduling preferred)

Emergency STAT Studies

Emergency STAT studies refer to what is being ruled out rather than the study type. If the following exams are ordered with their associated rule-outs, they must be scheduled STAT.

MRI

- Rule out Cord Compression

CT

- Rule out Pulmonary Embolism (PE)

Ultrasound (US)

- Rule out DVT/Blood Clot (unless a US r/o DVT has been completed within the last 6–8 weeks)
- Rule out Ectopic Pregnancy
- Rule out Fetal Demise / Threatened Abortion
- Rule out Testicular Torsion

How to Schedule a STAT Exam

1. Verify the STAT Script

- If the script is not on file, verify using ScriptAid.
- If still unavailable, call the referring provider for verbal confirmation.
- Insurance authorization is not required at this time of scheduling when applicable. (STAT requests only)

Note: When communicating with the patient, avoid implying misinformation or missing paperwork. Use phrasing such as: "I am contacting the provider to confirm the STAT request."

2. Check Template Scheduling

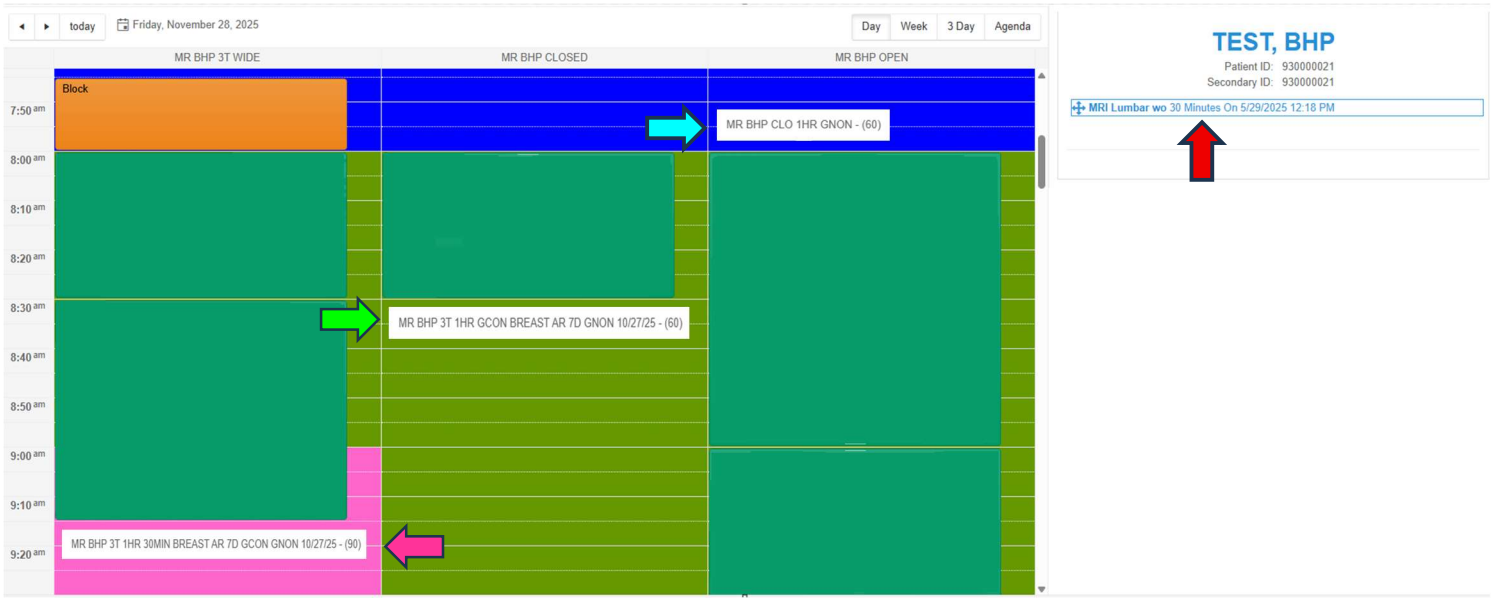
- Always begin with template scheduling, searching by "Region" for availability.
- If a same-day or next-day option is available, offer that to the patient.

Note: Before proceeding to the grid, note both the location and the units where the exam can be performed.

3. If Template Shows No Availability

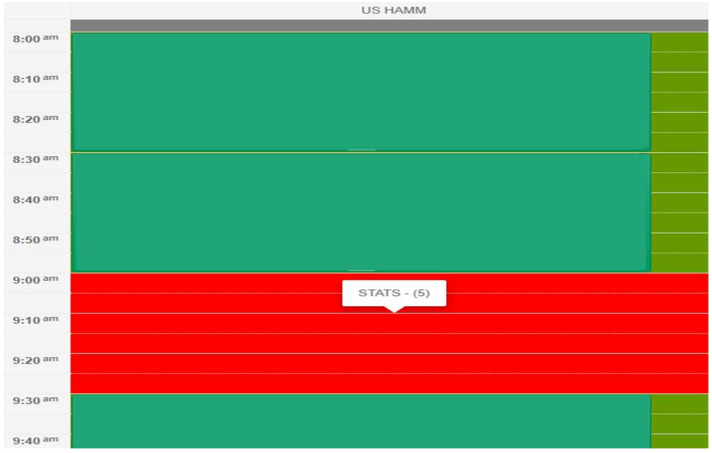
- Move to the grid if template scheduling does not show applicable availability.
- Verify exam length and exam type (contrast vs. non-contrast) before scheduling in the time slot.
- Confirm that the exam can be performed at the specific location or on the designated unit.
- If the exam exceeds available time, approval is required before booking.
- Available designated STAT spots or blocks may also be used..

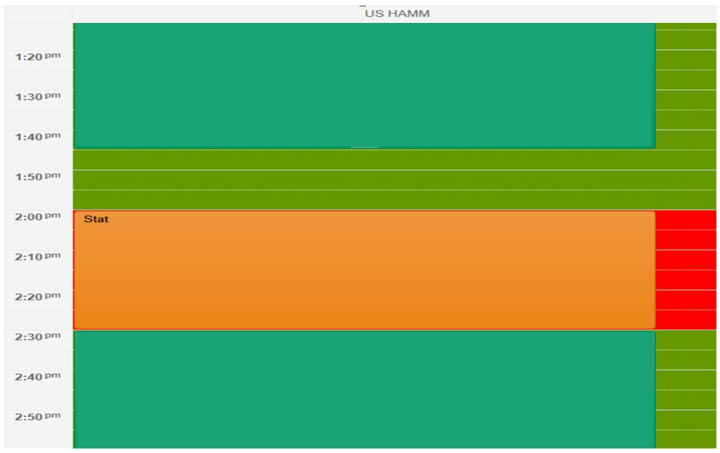
When you hover over a spot on the grid, it indicates which types of exams can be scheduled in that slot. The left panel of the scheduling screen displays the exam time next to each exam.



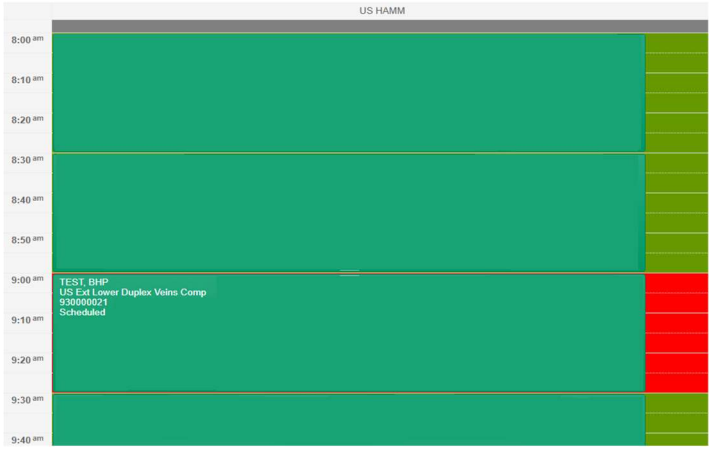
STAT Spot/Block Examples:

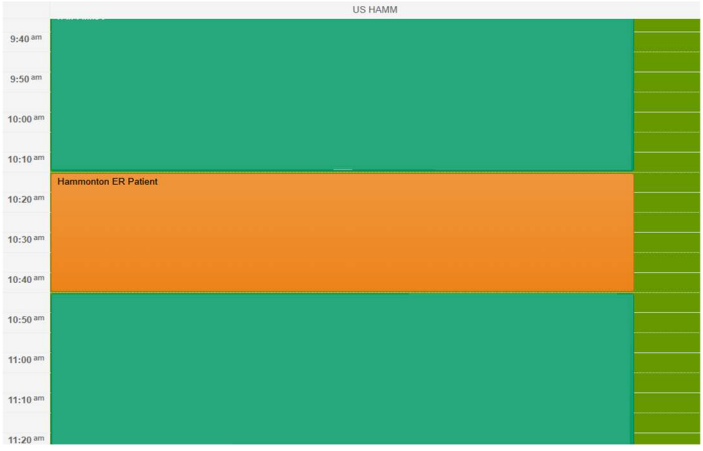
- Available STAT Spot/Block





- Unavailable STAT Spot/Block





4. Escalation Procedure

If no STAT availability exists across all locations, escalate in this order:
1. Scheduling Leadership, or Department Trainers
2. Office Administrator email group: oa@aminj.com (STAT Request Email Standardization)
3. Modality Lead (via email)

For Saturday STAT Scheduling:
1. Office Administrator of preferred office – cell (OA Contact List)
2. Modality Lead – cell
3. Jennifer Gorgol – cell
4. Melonie Garron – cell

5. Patient Refusal of STAT Appointment

If the patient refuses a same-day or next-day STAT appointment:
• Schedule using regular template scheduling (non-STAT).
• A STAT slot must NOT be offered for another day.
• This MUST be clearly documented in the scheduling notes.

6. Marking the Order STAT

Ensure the exam is properly marked as STAT at the time of order entry or scheduling.

Special Modalities (Require Email Submission)

The following exams cannot be directly scheduled STAT due to radiologist or modality limitations. All requests must be emailed to the Modality Lead, OA(s), and Scheduling Leadership:

- CCTA / CT Hearts (structural / morphologic)
- Cardiac MRI
- Nuclear Medicine & PET
- Arterial Ultrasounds
- PVR / ABI Ultrasounds
- CT Myelograms
- CT / MR Arthrograms

Documentation Requirements

Scheduling notes must ALWAYS include:

- Verification of STAT request (ScriptAid or verbal)
- Approver of time slot (if applicable)
- Any escalations taken
- Patient refusal (if applicable)
- Confirmation that the order was marked STAT