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Approval:	_____	**********	Issue Date:	June 13, 2011
			Reviewed:	
	_____			

HACKETTSTOWN REGIONAL MEDICAL CENTER

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ED
(Scope)

TITLE: Logging Discrepancies

SCOPE: Applies to all discrepancy reports generated by the radiology department.

PURPOSE: To specify the process of documenting that an ED physician received any discrepancy reports generated on the ED secretary printer from the radiology department.

PROCEDURE:

1. Once a report prints out to the secretary printer, the ED secretary fills out the Radiology Discrepancy paper.
2. The secretary then brings the report to an ED physician. That physician will then sign in the Physician column of the Radiology Discrepancy paper to verify that he/she received the reports.
3. The Radiology Discrepancy paper will be kept in the front of the black log book.
4. At the end of each month forward the Radiology Discrepancy paper to the ED Nurse Manager to file.
5. If the secretary's printer is down, the ED secretary will notify radiology immediately. The radiology department will then hand deliver any discrepancies to the ED secretary.

Radiology Discrepancies

Date	Last Name	Secretary	Physician