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Asst Dir Imaging  
Services  
Policy Area Radiology  
Applicability UNC Medical  
Center

## Import of Outside Imaging Studies

### I. Description

Import of Outside Imaging Studies

### II. Rationale

The Epic@UNC order-based process to facilitate outside imaging import of studies into a UNC Health Care System (UNC HCS) PACS and archive storage to the UNC VNA.

### III. Policy

For clinical care of patients, it may be necessary to import and store outside imaging studies on a UNC HCS PACS. The import of outside studies will be performed on a must-need basis, and must fall into one of three designated categories:

1. Formal Interpretation.
2. Comparison Purposes Only (to future or previous studies).
3. Continued Care Purposes Only (e.g.: Surgical planning), without formal interpretation or comparison.

### IV. Procedure

#### A. Requirements:

1. Original outside facility CD containing imaging studies and report(s)\* of requested exams. Outside facility Fluoro or Ultrasound imaging, with the exception of Breast Ultrasound, will be imported for Continued Care purposes only.

2. Provider order entry in Epic@UNC or approved order transcription work-flow.
  1. Transcribed orders work-flow must include:
    - a. Patient Name;
    - b. DOB;
    - c. UNC Health Care MRN;
    - d. clinical history; and
    - e. import category type.
3. The patient must have had an encounter with the requesting provider within the last 6 months, or have a documented future encounter within 6 months.

**\*If available, outside reports not required for Continued Care Category**

## V. Requests for Import of Outside Imaging Studies

To request import of an outside imaging study, a completed requisition and the accompanying original outside institution image disc (copies of outside institution image discs are not acceptable) must be submitted to the facility's designated imaging or administrative personnel for import to the local PACS. Electronic image transfers will be accepted via approved UNC HCS image exchange pathways (i.e. Nuance PowerShare). The requisition must include the specific studies that are to be imported, the name of the requesting physician, and a preliminary diagnosis and relevant clinical history. If the CD needs to be returned to the provider after import, this should be indicated on the requisition, and a phone or pager must be provided.

Specified images will be loaded into the local UNC HCS PACS, for permanent storage, for one of three purposes: formal interpretation, comparison only, or continued care purposes only (See [Attachment A](#) for examples). Outside imaging import for interpretation orders can only be placed by a credentialed licensed independent provider (Physician, Physician Assistant or Nurse Practitioner).

A physician-signed order/requisition is not required when an outside provider refers a patient to UNC with imaging studies for continued care or an outside comparison; however, administrative staff is permitted to transcribe an order into Epic which will allow the images to be viewed in the patient's chart.

### A. Request for Interpretation of Outside Imaging Studies

UNC Hospitals Department of Radiology will allow the import of outside imaging studies for formal interpretation purposes. The appropriate Epic@UNC order must be placed for all interpretation requests; administrative personnel in the Medical Center's Imaging department facilitate order transcription. This includes imaging studies from a UNC HCS affiliate site. Specified imaging studies will be loaded into the local UNC HCS PACS, and interpreted by licensed and credentialed radiologists. The original interpretation report will be provided when available, so

the radiologist can alert the clinician to discrepancies or new findings. Imaging studies older than 3 months will not be formally interpreted unless approved by an attending radiologist. Submission of outside exams for interpretation may create a cost to patients, since there will be a charge for the radiologist's professional services. The request for interpretation of outside studies may be declined by the interpreting radiologist if the exam quality is inadequate or there are other mitigating factors.

**Exceptions to the above guidelines will be accommodated if approved by a Radiologist.**

## **B. Importing of Outside Imaging Studies for Comparison Purposes Only**

UNC Hospitals Department of Radiology will allow the import of outside imaging studies for comparison purposes only. These studies will be loaded into the local UNC HCS PACS, there will be no interpretive report, and no charges will be billed to the patient. The appropriate Epic@UNC order must be placed for comparison only import requests of imaging acquired outside of UNC Health Care System; administrative personnel in the Medical Center's Imaging department facilitate order transcription. Epic@UNC orders for Comparison Only will not be placed when images from a UNC HCS affiliate site are needed in the local PACS for comparison purposes. In this scenario, the images will be queried and retrieved from the VNA by designated imaging personnel.

When a patient has multiple prior outside studies of the same type, only the most recent studies will be uploaded. Loading of multiple (>3) outside studies for comparison purposes only must be approved by an Attending Radiologist.

**Exceptions to the above guidelines will be accommodated if approved by a Radiologist.**

## **C. Importing of Outside Imaging Studies for Continued Care Purposes**

UNC Hospitals Department of Radiology will allow the import of outside imaging studies for continued care purposes only if said study is to be used for patient care purposes ( for example: Surgical Planning). These studies will be loaded into the local UNC HCS PACS, the images will not be reviewed by a radiologist, there will be no interpretive report, and no charges will be billed to the patient. The appropriate Epic@UNC order must be placed for continued care import requests of imaging acquired outside of UNC Health Care System; administrative personnel in the Medical Center's Imaging department facilitate order transcription. Epic@UNC orders for Continued Care will not be placed when images from a UNC HCS affiliate site are needed in the local PACS for continued care purposes. In this scenario, the images will be queried and retrieved from the VNA by designated imaging personnel.

**Exceptions to the above guidelines will be accommodated if approved by a Radiologist or Cardiologist.**

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## Attachments

[Radiology Epic @ UNC orders for outside imaging.docx](#)

## Approval Signatures

Step Description	Approver	Date
Policy Stat Administrator	Kimberly Novak-Jones: Nurse Educator	08/2020
	J Smith: Professor with Tenure	08/2020
	Valerie Jewells: Clinical Professor	08/2020
	Jill Dickerson: Asst Dir Imaging Services	08/2020

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