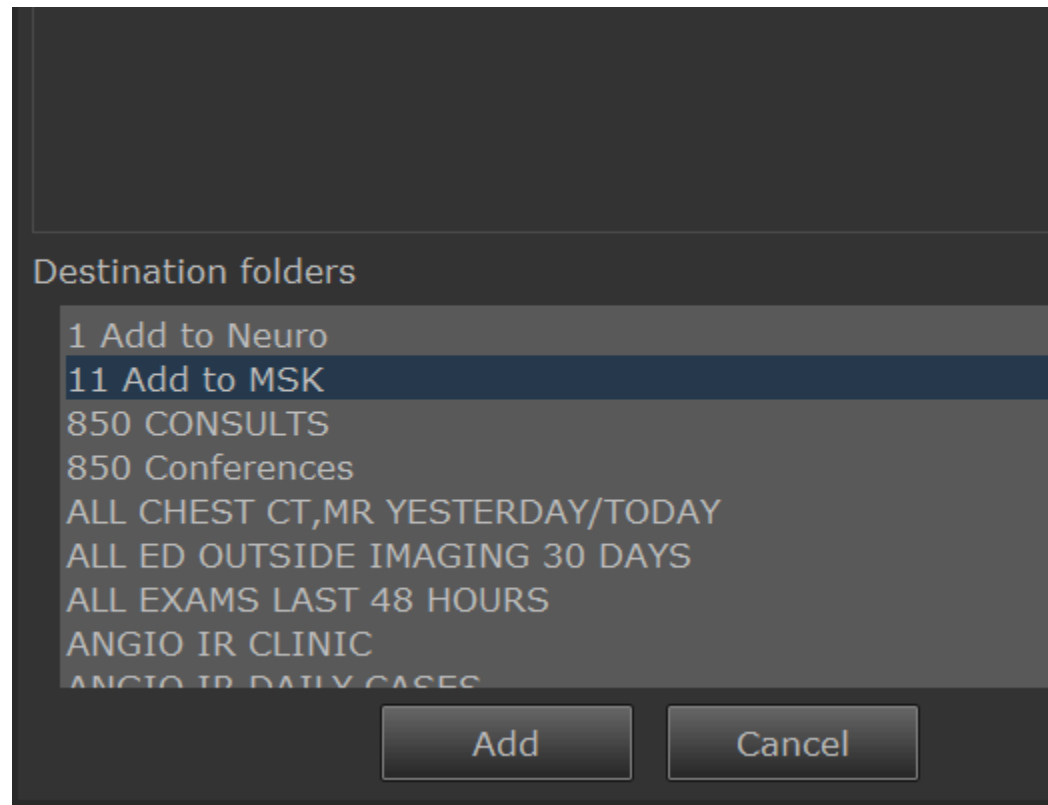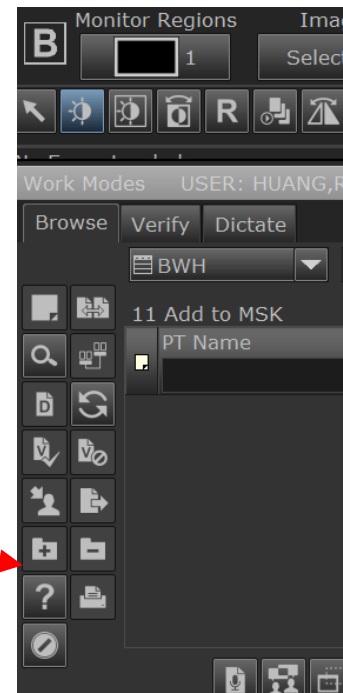Procedure to add studies for MSK.

1. When a CT/MRI spine study referred by Orthopedic or Rheumatology services or any spine radiograph and head/neck radiograph (except rule-out foreign body, shunt study) were sent to the Neuro list by mistake, select the study and click on the plus folder icon as shown on the left. Choose "Add to MSK" folder from selection. If possible also sent a QA for CT or MRI so we can keep track of the source of error.

Destination folders

1 Add to Neuro
11 Add to MSK
850 CONSULTS
850 Conferences
ALL CHEST CT,MR YESTERDAY/TODAY
ALL ED OUTSIDE IMAGING 30 DAYS
ALL EXAMS LAST 48 HOURS
ANGIO IR CLINIC
ANGIO IR DAILY CASES

Add   Cancel

2. The folder can be viewed under Neuro worklist folder as shown below.
3. After the study is dictated, it can be removed with the icon with minus sign.
4. There is also a similar list "1 Add to Neuro" under MSK main folder to store cases that are sent to MSK by mistake (spine MR/CT studies not referred by Ortho, Rheum). The day fellow in the reading room should check the "Add to Neuro" list at least twice daily, once around noon and once near 4:30 to make sure the list is clean by end of day so MSK wouldn't need to call the neuro reading room.
5. If by 4 pm the "11 Add to MSK" list or the Neuro main list still contain non-dictated/non-finalized studies, the day fellow can call the MSK reading to make sure it is taken off list.