

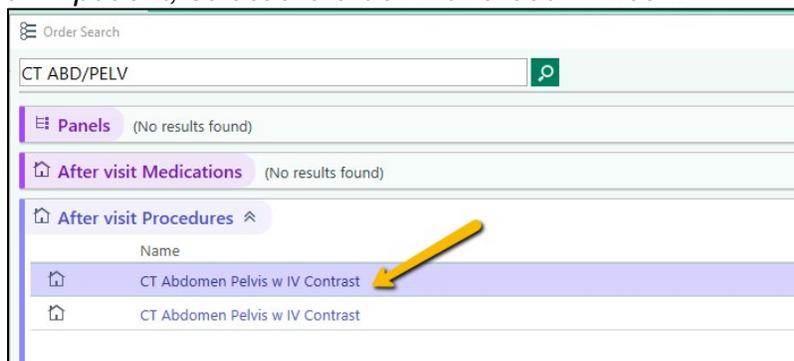
# Radiology Research and Overread Requests - Quick Start Guide

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# Research Exam Request

Providers who would like a Radiology Research Exam to be performed at UK should follow the steps below to place the request.

1. Open the patient encounter by double-clicking on the patient from the schedule or by searching for the patient via **Patient Lookup**.
2. From within an encounter, click the **Add Order** button in the bottom left to place an order.
3. Search for and select the name of the specific imaging exam you are requesting.  
*\*If this is for an outpatient, ensure that you select the order with a house  icon next to it. For an inpatient, select the order with a bed  icon.*



Order Search

CT ABD/PELV

Panels (No results found)

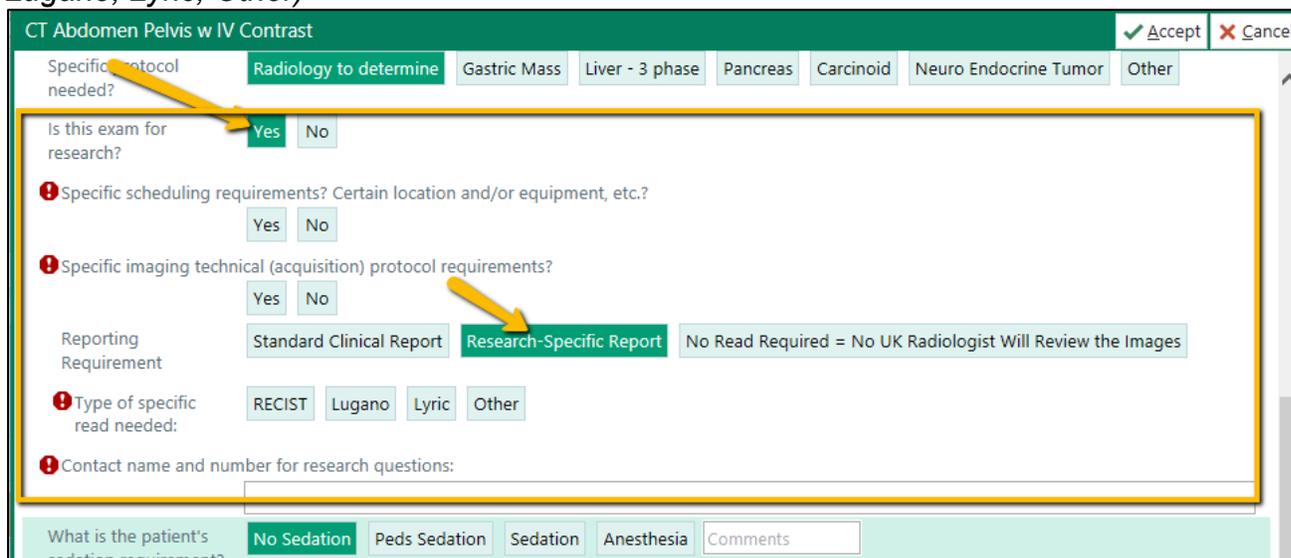
After visit Medications (No results found)

After visit Procedures

Name
 CT Abdomen Pelvis w IV Contrast
 CT Abdomen Pelvis w IV Contrast

4. Single-select the order from the **Orders** tab or the bottom corner to open the order composer.
5. Within the order composer, scroll to the question **Is this exam for research?** and select **Yes**. Answer the subsequent required fields that appear with the red  icon.

*\*Please indicate if a Research-Specific Report is needed, and if so, the type (i.e. RECIST, Lugano, Lyric, Other)*



CT Abdomen Pelvis w IV Contrast

Specific protocol needed? **Radiology to determine** Gastric Mass Liver - 3 phase Pancreas Carcinoid Neuro Endocrine Tumor Other

Is this exam for research? **Yes** No

 Specific scheduling requirements? Certain location and/or equipment, etc.? Yes No

 Specific imaging technical (acquisition) protocol requirements? Yes No

Reporting Requirement Standard Clinical Report **Research-Specific Report** No Read Required = No UK Radiologist Will Review the Images

 Type of specific read needed: RECIST Lugano Lyric Other

 Contact name and number for research questions:

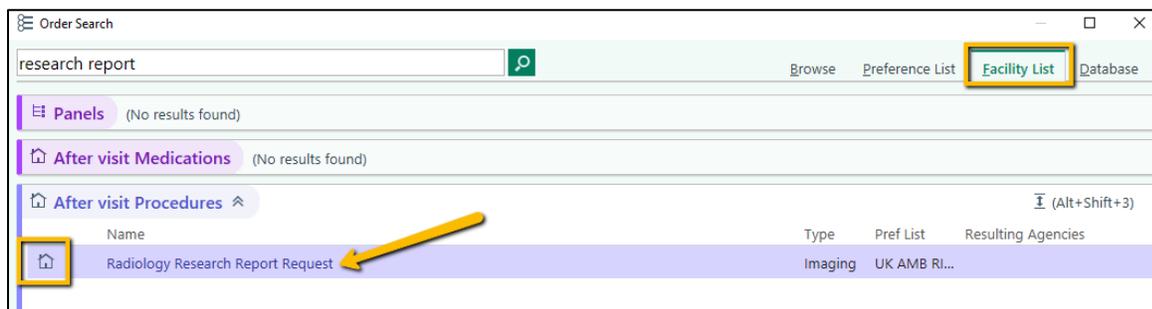
What is the patient's sedation requirement? No Sedation Peds Sedation Sedation Anesthesia Comments

6. Select **Accept** and **Sign Orders**.

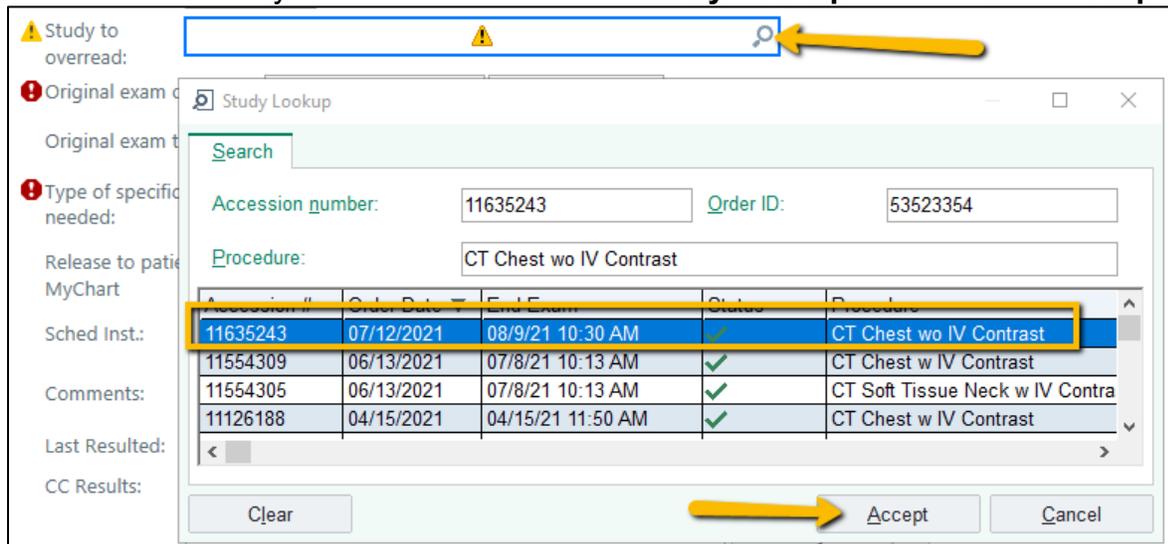
# Research Add-On Request for UK Imaging

Providers/Research Coordinators who would like a Radiology Research Report Add-On request for imaging that was previously performed at UK should follow the steps below to place the request.

1. Open the patient encounter by double-clicking on the patient from the schedule or by searching for the patient via **Patient Lookup**.
2. From within an encounter, click the **Add Order** button in the bottom left to place an order.
3. Type 'research report' in the search field and hit **Enter**.
4. Select the **Radiology Research Report Request** order. If this order does not come up immediately, you may need to click on the **Facility List** tab.  
*\*If this is for an outpatient, ensure that you select the order with a house  icon next to it. For an inpatient, select the order with a bed  icon.*



5. Within the order composer, click the magnifying glass next to the  **Study to overread** field and select the study to be overread from the **Study Lookup** window. Click **Accept**.

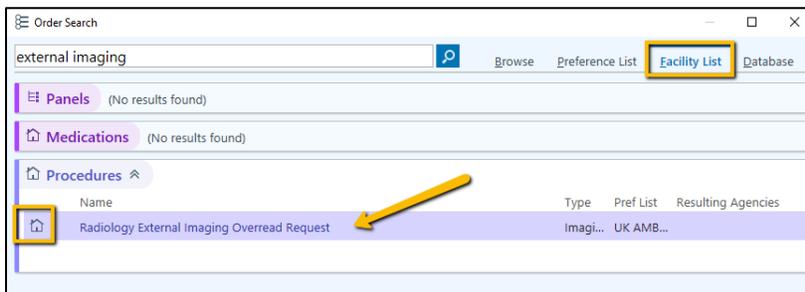


6. Complete the required fields within the order indicated by the red  icon – **Original exam date** and **Type of specific read needed**.
7. Select **Accept** and **Sign Orders**. This order will route to the Image Records Center to process the request.

# Add-On Request for External Imaging

Providers who would like a Radiology Research Add-On Report for clinical overread of imaging that was previously performed outside of UKHC should follow the steps below to place the request.

1. Open the patient encounter by double-clicking on the patient from the schedule or by searching for the patient via **Patient Lookup**.
2. From within an encounter, click the **Add Order** button in the bottom left to place an order.
3. Type '**External Imaging**' in the search field and hit **Enter**.
4. Select the **Radiology External Imaging Overread Request** order. If this order does not come up immediately, you may need to click on the **Facility List** tab.  
*\*If this is for an outpatient, ensure that you select the order with a house  icon next to it. For an inpatient, select the order with a bed  icon.*



5. Complete the required fields within the order indicated by the red  icon .

6. Select **Accept** and **Sign Orders**. This order will route to the Image Records Center to process the request.