



Process for an IVR consultation and procedure for non-KHSC patients

For **STABLE** inpatients who will come to KHSC via **IPCA** (Imaging Patient Care Area)

- 1) The outside referring physician will need to call and speak directly with an IR (interventional radiologist) regarding the procedure (613-549-6666 ext. 4347)
- 2) If the IR approves the procedure, then the referring physician will need to contact an KHSC MRP. The IR will typically provide advice on who the referring physician should call (general surgery, internal medicine, etc.)
- 3) The referring physician will need to call IVR back (613-549-6666 ext. 4347) to confirm that a KHSC MRP has accepted the patient for the transfer and procedure. A HRF (Hospital Registration Form) will need to be filled out, either by the KHSC MRP accepting the patient, or by the IR on their behalf, depending on the situation. (<https://kingstonhsc.ca/file/2526/download?token=Wvty-ZTw>)
- 4) The referring physician will fax a completed IVR requisition to 613-548-2413 along with Part A of the consent form ASAP (<https://kingstonhsc.ca/healthcare-providers/imaging-referral-forms>)
- 5) The KHSC IVR charge nurse will call the floor and check on the patient's condition, bloodwork, medication, allergies, etc. and will relay this information to the IR **before** the final approval for the transfer to IPCA.
- 6) If approved, the referring hospital will book a transfer service, who will need to **wait and return** with the patient, along with an accompanying nurse. A transfer to IPCA will not be accepted if either of these requirements is not fulfilled.

For **UNSTABLE** inpatients who will come to KHSC via the **ER** and for **any after-hours requests**

- 1) The referring physician will need to call and speak directly with an IR regarding the procedure (page via KGH switchboard)
- 2) If the IR approves the procedure, then the referring physician will need to contact an KHSC MRP covering the **ER** (typically general surgery or the internal medicine service covering the ER).
- 3) If the KHSC MRP approves the transfer via the ER, then the referring physician will need to call the IR on call back and confirm that the patient has been accepted. The KHSC MRP will need to **notify the ER charge nurse** that the patient has been accepted to their service as a direct referral.
- 4) The on-call IR nurse will call the floor and check on the patient's condition, bloodwork, medication, allergies, code status etc. and will relay this information to the IR on call **before** final approval for the transfer to the ER.
- 5) The referring physician will fax a completed IVR requisition to 613-548-2413 and Part A of consent form ASAP (<https://kingstonhsc.ca/healthcare-providers/imaging-referral-forms>)

6) The transfer to the KGH ER will need to be organized by **ambulance** with an accompanying nurse.