 <b>CODE</b> <b>USAMVBT - R045-F10</b>	<b>University of Life Sciences "King Mihai I" from Timișoara</b>	<b>Issuing body</b> Department of Quality Management
	<b>REGULATIONS</b> <b>OF ORGANIZATION AND FUNCTIONING OF THE UNIVERSITY VETERINARY</b> <b>CLINIC OF THE FACULTY OF VETERINARY MEDICINE TIMISOARA</b>	

## Appendix 8

### WORKING PROCEDURE REGARDING THE FUNCTIONING OF THE OUTPATIENT IMAGING SERVICE OF THE UNIVERSITY VETERINARY CLINIC WITHIN THE FACULTY OF VETERINARY MEDICINE


The Outpatient Imaging Service is an integral structure of the University Veterinary Clinics within the Faculty of Veterinary Medicine.

The components of this structure are the following :

- Computer tomography
- Radiology
- Ultrasound

#### **Work procedure \_**

1. After going through the specific stages of the reception and triage services, the owner and the animal will be accompanied by the student on duty or, as the case may be, by the veterinarian from the reception service, to the area intended for the imaging investigation.
2. Drawing up and completing the consent of the owner for each medical procedure to which the animal will be subjected, which also involves assuming their costs.
3. Carrying out investigations, issuing the imaging analysis bulletin, transferring the imaging investigation on electronic media (CD) or, as the case may be, on the internal network of the CVU, respectively their interpretation.
4. Release on support electronic ( CD ) of investigation, Rx , CT , Ultrasound, to customer .
5. Issuance of the bill for the payment of the services provided by the Imaging Service - Outpatient Clinic.
6. The payment by the owner of the costs for the medical-veterinary services that the animal benefited from is done in the Reception - Triage - Guard Service.
7. Presentation in the clinic or specialized service of the receipt or invoice certifying the payment of the medical-veterinary services, in order to be able to pick up the animal from the Outpatient Imaging Service.

 <b>CODE</b> <b>USAMVBT - R045-F10</b>	<b>University of Life Sciences "King Mihai I" from Timișoara</b>	<b>Issuing body</b> Department of Quality Management
	<b>REGULATIONS</b> <b>OF ORGANIZATION AND FUNCTIONING OF THE UNIVERSITY VETERINARY</b> <b>CLINIC OF THE FACULTY OF VETERINARY MEDICINE TIMISOARA</b>	<b>Edition 1 / Revision</b> <b>0</b>

### ***Cases sent from outside .***

In order to benefit from the imaging services of the CVU, the animal owner needs a Medical Letter, drawn up, signed and initialed by the veterinary practitioner outside the CVU, with the clinical details that we need to address in the Outpatient Imaging Service.

Imaging services are performed on the basis of a prior appointment in the CVU On-call Service, with the notification of the doctor in charge/imaging laboratory coordinator, after which the appointment is confirmed.

### ***Cases sent by CVU doctors .***

Patients who require an imaging investigation will be given priority as long as imaging service equipment is available.

The case is sent to the Outpatient Imaging Service after confirmation of the time scheduled for the examination. For the appointment, the specialized clinic requesting the imaging investigation will submit to the Imaging Service - Outpatient a Request for imaging examination in which it will specify the type of examination requested (eg: ultrasound, radiography/CT; single / single contrast / double contrast; body region; incidences requested; measurements requested). The Outpatient Imaging Service will schedule the case and enter the appointment time on the Imaging Examination Request.

The case will be sent to the Imaging Service - Outpatient, at the scheduled time, accompanied by a member of the specialized clinic staff requesting the imaging examination who will (optionally) ensure the anesthesia of the case, pre- and post-imaging procedure supervision, will take over the result of the investigation and return the case to the specialized clinic that requested the imaging investigation.

Rx class imaging investigations will be anesthetized.

The personnel providing this service must be trained according to the regulations in force.

### **Responsible for the Imaging Service - Outpatient Clinic**

**Assist. univ. drd . Orgies Gabriel**