**Per seat instructions**

**East and Med Mall seats are a team**. If you are working at one or the other you are to read from both list if needed. Anything that is on your seats list must be read by the time you leave or assigned to yourself before you leave. If you have to assign studies to yourself they must be read later that evening or 1st thing in the morning and must not delay your reads for the seat you are assigned to the next day.

**East Mammo** will also be responsible for Murphy Mammos.

**Med Mall Mammo** will also be responsible for all studies from North, Bledsoe, and Sequatchie (Terri has made a folder for these studies you should be able to see it on PACS the name of the folder is ur Bledsoe Seq. North) if not please let me know. Once the diagnostic mammos are completed for the day (normally around noon) you are to go upstairs and read off of the UR adult list.

**Main 1 and 2** will be responsible for the UR adult list to include all in patient CT and MRI exams.

**Main 3 EWCH** will be responsible for all studies on the FINAO system (Erlanger Western Carolina, Mt. Lakes, and Siskin). When that list is caught up you are to read from the UR Adult list on the Carestream System.

**EWCH Main** is at Erlanger Western Carolina. You will be responsible for all studies on the FINAO list, if you are credentialed to read mammos you will be responsible for the mammos performed at Erlanger Western Carolina. You will be responsible for the procedures that are scheduled while you are there. When that list is caught up you are to read from the UR Adult list on the Carestream system.

**Any time you are not busy at your seat please help on the general UR Adult and UR Peds list.**

**Swing Shift instructions**.

Swing shift is a four hour shift on Saturday and Sunday that can be worked anytime between 3-11 pm. You can choose to start the shift at 3,4,5,6, or 7. Often best to touch base with the rads working that weekend and see when the swing shift may be most useful. If lists are caught up at 3 may be better use of time to login later when some cases have built up. The swing shift responsibilities are to debulk the number of in patient outine studies that can build up on weekend shifts while other rads concentrate on keeping up with the stats.

Suggested prioritizing of worklist is as follows

Erlanger Inpatient routine cross sectionals

Erlanger Inpatient routine xray

Murphy inpt routine

Erlanger outpt

Erlanger and Murphy stats

Usually just read from “ur Adult” list after sorting by patient location so all the Inpatient exams are listed together.

**Please do not assign exams to yourself or put exams in draft status and forget about them. We do have a contractual turnaround time to meet. If you need more information to be able to properly read an exam please read a preliminary report on the exam and come back to the exam after you have received the information.**