

## Emergency Services Call Back Record & Quality Control for LWBS Diagnostic Imaging/Laboratory

**Emergency/Urgent Care Staff to Complete:**

Name of Patient & Hospital I.D. Number:		Patient Telephone:	
Test Ordered:	Date (ddmmyyy):	Time (hhmm):	
Name of Physician who ordered test:		<input type="checkbox"/> Medical Directive # _____	
Name of Staff Receiving Test Results:			
Test Results:	Enter Results:		Initials
<input type="checkbox"/> Diagnostic <input type="checkbox"/> Laboratory			
<input type="checkbox"/> Diagnostic <input type="checkbox"/> Laboratory			
<input type="checkbox"/> Diagnostic <input type="checkbox"/> Laboratory			
<input type="checkbox"/> Diagnostic <input type="checkbox"/> Laboratory			
<input type="checkbox"/> Diagnostic <input type="checkbox"/> Laboratory			
Emergency Physician was notified: Date (ddmmyyy):		Time (hhmm):	

**Emergency Physician to Complete:** Call back instructions to be given to patient/family by Emergency Physician (Emergency Staff to book appointments for clinics).

- No call back required                       Patient to return to Emergency Department
- Patient to follow up with:
  - Family Physician: \_\_\_\_\_
  - Fracture Clinic: Days: \_\_\_\_\_ Date (ddmmyyy): \_\_\_\_\_ Time (hhmm): \_\_\_\_\_
  - Plastics Clinic: Days: \_\_\_\_\_ Date (ddmmyyy): \_\_\_\_\_ Time (hhmm): \_\_\_\_\_
  - Other/Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date (ddmmyyy): \_\_\_\_\_ Time (hhmm): \_\_\_\_\_

**Call Back Attempts Charted: (Emergency Staff to Complete)**

	Date (ddmmyyy)	Time (hhmm)	Comments/Signature
<input type="checkbox"/> Patient Contacted			
<input type="checkbox"/> Patient Not Home <input type="checkbox"/> Message Left			
<input type="checkbox"/> No Answer <input type="checkbox"/> 2 <sup>nd</sup> Attempt			

Letter sent to:

- Patient (Form A)    Copies to Family Physician     Urgent     Non-Urgent
- Copy of results to Family Physician Only     Mail     Fax
- Letter sent by: \_\_\_\_\_ Date (ddmmyyy): \_\_\_\_\_

Physicians Signature: \_\_\_\_\_ Date (ddmmyyy): \_\_\_\_\_

