

Tip Sheet: Completing the New Outpatient MRI Referral Documentation

The MRI service providers in the Ottawa Valley and Eastern Ontario have centralized the intake for outpatient MRI scan requests. As of December 9, 2019, all outpatient MRI referrals must be submitted through the Central Intake Program using the new regional requisition form. The form is available in English and French from the Central Intake Program website:

www.ottawahospital.on.ca/en/mricentralintake.

This document includes important information regarding how to complete certain sections of the new requisition form including **how to indicate certain information related to your patient's unique needs and choices**.

Items with an asterisk (*) on the new form are mandatory fields.

Completing the Patient Information Section:

Please fill out the patient information completely.

Preferred language: Indicating a preferred language in this section will allow the receiving site to arrange for resources to accommodate the patient in their preferred language.

For patients who wish to receive services in French: Hôpital Montfort is Ontario's Francophone academic hospital and the only hospital in the region guaranteeing services in French throughout the hospital. Cornwall Community Hospital and The Ottawa Hospital's General Campus are also designated under the French Language Services Act for most services in diagnostic imaging. Please see instructions below regarding how to select a specific site.

Patient e-mail: Some MRI sites use e-mail notifications to patients to notify them of appointment updates and reminders. If your patient consents to receive e-mail communication, please indicate that consent on the form. Consenting to e-mail communication does not guarantee communication by e-mail.

Bill to: Please select appropriate coverage for the patient.

- OHIP = Ontario Health insurance provider
- DND = Department of National Defense. This is reserved for armed forces personnel.
- Other = All other types of payors (e.g. Workplace Safety and Insurance Board, RAMQ, etc.)

Completing the Exam Information and History Section:

Checklists: Checklists, which are designed to support both the referring physician and the triaging radiologist, must be submitted to Central Intake along with MRI referrals for patients with **low back pain** or **headache**. The checklists are available from www.ottawahospital.on.ca/en/mricentralintake.

Previous exams: Previous relevant exams should be listed along with the location that the exam was done.

G.A requirements: Indicating whether general anesthesia is required will ensure patients requiring general anesthesia have appropriate appointment times. If required, CHEO can provide G.A. for pediatrics and TOH can provide G.A. for adults.

Preferred site: If the patient prefers a specific site for their MRI or they have travel limitations, please indicate it in this area. Please note multiple sites can be selected. Available MRI sites in the area are:

- Pembroke Regional Hospital
- Cornwall Community Hospital
- Queensway Carleton Hospital
- MRI examinations are performed at two different locations: Hôpital Montfort and the Aline-Chrétien Health Hub. The address in Orleans is now 2225 Mer-Bleue Rd, Orléans
- The Ottawa Hospital (Civic and General campuses)
- CHEO (provides MRI services for children and outpatient adults)

Travel restrictions: If your patient has travel restrictions, please include those in the clinical history or indicate a site that meets your patient's travel needs.

Please note that although Central Intake will do its best to accommodate patient requests for service at specific locations, not all types of exams can be done at all sites

Possible Contraindications and Devices: For the safety of your patient, it is important to complete this section of the form. Any relevant O.R. reports should accompany the requisition.

eGFR: According to recent contrast guidelines, an eGFR is no longer required for most patients. Only provide an eGFR value if one is available.

Questions:

If you have any questions regarding the referral forms, please contact Central Intake:

- email: MRIcentralintake@toh.ca
- Phone: 613-737-8883
- Fax : 613-737-8944