

Procedure Title:	Expediting Neuro-Electrodiagnostic Testing	
Applies To:	All Nova Scotia Health Staff	
Location Applicability:	Queen Elizabeth II Health Sciences Centre, Central Zone	
Approved:	Effective:	Next Review:
December 7, 2022	December 8, 2022	December 7, 2026
Sponsor:	Senior Director, C3 Operations	
Approval Authority:	Senior Director, C3 Operations	
Number: AD-C3-145	Manual: Administrative	

PURPOSE

This procedure outlines the requirements and responsibilities for requesting and booking neuro-electrodiagnostic tests at the QEII Health Sciences Centre.

GUIDING PRINCIPLES

1. Quick and timely access to diagnostic testing improves the care of patients at the QEII.
2. If there are delays or barriers related to transporting patients to the Halifax Infirmary for testing (e.g., EHS transport not available), the unit Charge Nurse or the Neuro-Electrodiagnostic Clinic Manager will notify the Care Coordination Centre (C3) through the Access and Flow Manager for assistance.

PROCEDURE

1. The referring Physician or Nurse Practitioner (NP) completes the appropriate requisition form and faxes it to the Neuro-Electrodiagnostic Clinic (902-473-6351):
 - [Neuro-Electrodiagnostic Services Electroencephalograph \(EEG\) - NSEEG](#)
 - [Electromyography and Nerve Conduction Studies \(EMG\) - CD2145MR](#)

Note: For Urgent Referrals or Referrals Requiring Expediting, include “Urgent” on the requisition and include the rationale for the urgency.

2. If the referring Physician or NP does not agree with the Neurologist’s triage timeline or the appointment’s date and time, they contact the Neurologist directly to discuss their concerns.

Inpatient EEG

1. The Booking and Registration Clerk:
 - 1.1. Enters the requisition information into Pathways Healthcare Scheduling (PHS.)
 - 1.2. Places the requisition in the folder labelled “Inpatient” at the EEG/EMG Clinic desk.
2. The EEG Technologist books the requisitions in the next available time slot.
3. The Booking and Registration Clerk notifies the referring area of the testing date/time.

Note: If there are several inpatient EEG requisitions, patients will be triaged by the EEG Technologist and the Neurologist.

Inpatient EMG

1. The Booking and Registration Clerk:
 - 1.1. Enters the requisition into PHS.
 - 1.2. Places the requisition in the folder labelled “Inpatient” in the EMG Reading Room.
2. The Neurologist reviews the requisition and determines when testing will occur.
 - 2.1. The Neurologist informs the Booking and Registration Clerk of the patient’s appointment (date and time).
3. The Booking and Registration Clerk informs the referring area of the patient’s appointment details.

RELATED DOCUMENTS

Appendices

[Appendix A](#): Definitions

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Urgent Request	Urgency is based on patient's condition
Referral Requiring Expediting	Urgency is related to upcoming discharge, transfer, etc.

VERSION HISTORY

Version:	Effective:	Approved by:	What's changed:
Original	2022-12-07	Senior Director, C3 Operations	N/A