

Diagnostic Imaging referrals are now accepted from Chiropractors at Nova Scotia Health and IWK facilities. This document is your resource for ensuring that you and your patients can use this service easily.

Everyone involved in getting this project to implementation is happy to announce the additional services available to patients of chiropractors across the province of Nova Scotia.

As regulated health care professionals, chiropractors are permitted to refer for basic radiographic studies where they are warranted and within scope of practice. As with all professional diagnostic and treatment activities, chiropractors must only operate within their professional competency in the best interests of their patients.

Here are some things that you need to know:

1. Please be familiar with and compliant with all NSCC Board Regulations concerning Radiography privileges.
2. Only licensed and registered DCs in good standing in the Province of Nova Scotia may request general radiology for their patients. On registration, your name, clinic information, fax number and critical finding contact number was provided to NSHA/IWK for entry into their systems.
3. Your history taking and examination of the patient must determine the need for diagnostic imaging as per best available clinical guidelines and evidence.
4. Referrals may only be made for your active, current patients.
5. There is a list of approved diagnostic imaging studies included in this package. For studies outside of this list, patients may be denied services.
6. You must complete the diagnostic imaging referral form in this package with relevant patient information, clinical information, and contact information.
7. Completed referral forms are to be copied for the patient's file and original provided to patient for booking of the services.

<https://booking.nshealth.ca> or can call 902-473-7771 or toll-free at 1-833-952-2782, Monday to Friday, between the hours of 7:30 a.m. and 4 p.m. to schedule an appointment.

8. Patients may book radiology services at any available NSH location in NS as well as the IWK for patients under the age of 16. (Refer to <https://www.nshealth.ca/clinics-programs-and-services/x-ray> for a full list of sites in NS).
9. When radiographs are completed, a radiologist's report will be faxed to the providers' confirmed fax line. The DC must ensure that the fax is in a private location to ensure confidentiality of health information.
10. To view images, the form included in this package must be completed and sent to the Health Information Services by fax/email provided. Please note that this is not your local facility.

PLEASE NOTE:

If issues arise in this process, please reach out first to the NSCC office at admin@chiropractors.ns.ca or call 902-407-4255.

FAQs for Chiropractors:

How do I register for diagnostic imaging referral privileges?

When you received your license/registration to practice chiropractic in Nova Scotia, the Nova Scotia College of Chiropractors forwarded your information to NSH/IWK for initial registration.

How do I change my contact information or fax number for diagnostic imaging reports?

Changes can be made by logging into your registration profile online at www.chiropractors.ns.ca . Please notify the NSCC office that changes were made at admin@chiropractors.ns.ca immediately.

Where are the requisition forms to request diagnostic imaging?

When you received your registration package from the Nova Scotia College of Chiropractors, this form was included. There is a copy attached to this package.

To receive another copy of this requisition form, please go to the members section of the NSCC website for download.

What images can I order?

These privileges are currently for basic radiographic series related to the scope of practice for chiropractors in Nova Scotia. Based on clinical evidence and following the guidelines and policies of the NSCC, regulated professionals must only provide care within their own level of competency.

A list of approved images is attached to this package and available in NSCC policy documents.

How long does it take to get results?

The radiologist's report will be faxed to the provided number within approximately 48 hours of the patient's appointment.

Can I access the patient's report or images on the Picture Archiving Communication System (PACS)?

Currently, Chiropractors do not have access to PACS. We continue to work to find a path forward to easier, more timely access to patient information sharing to improve patient care and coordination. We do anticipate being part of the new and evolving "One Patient, One Record" (OPOR) system.

How can I request the images of a patient's radiographic studies?

Health care records are requested by the practitioner as part of the patient's circle of care to ensure that there are no additional costs associated with this service to Nova Scotians. Please send the request form to Health Information Services and delivery time will depend on the volume of requests.

A template request form is included in this package. You will need to customize this word document with your clinic information prior to use.

For images taken at NSH facilities

Please note that the form must be faxed or emailed to:

**Nova Scotia Health
Health Information Services**

Fax: 902-473-4999

Email: HISCustSvc@cdha.nshealth.ca

For images taken at the IWK

All images will be shared by email, so ensure that your clinic email is on the form.

Please fax the request for images to :

902-470-7463

What if I work at two locations?

Currently, the computer systems of NSH/IWK are **unable to register more than one location** for a prescriber. This will be improved as the new OPOR system is developed.

In the meantime, we propose the following process:

- Designate one location as your primary location and all fax results will be sent to this location for all patients.
- Create a release form for patients of other locations to allow their results to be forwarded to a different clinic/location.
- Create an agreement with the primary location to keep confidential all information received and a process to forward the results information securely to you/your secondary or tertiary location.
- Create an agreement with the secondary or tertiary location to receive any forwarded patient results from the primary location and add to the respective patient record.

Your responsibility is to protect the privacy of the patient's health records at all times.

Do I need to view the images if there is a radiologist's report?

The primary responsibility for interpretation of the images lies with the radiologist. As the referring DC with training and scope of practice in this area, it is highly recommended that you also view the

images for chiropractic treatment-specific concerns. You will be providing treatment to the patient and have the responsibility to ensure that care administered is safe and appropriate.

Please also refer to your professional liability provider for their expectations in the event of a patient harm.

What if there is a critical finding on the radiographs?

If there is a critical finding when the x rays are taken, the radiology department must communicate that to you as the responsible health care provider of record. Your contact information must include an “after-hours” phone number to ensure communication, in person, can be made.

You are responsible for notifying the patient of critical findings as soon as possible and provide advice for next steps in their care pathway, including referral to emergency departments available.

What do I do if a patient is denied services or there is a problem with obtaining the report?

If issues arise in this process, please reach out first to the NSCC office at admin@chiropractors.ns.ca or call 902-407-4255.