

UT Southwestern Department of Radiology

Ultrasound Neck Imaging

Scheduling and Exam Checkout Workflow

PURPOSE: To provide the highest quality clinical care by ensuring specialized ultrasound imaging and radiologist interpretation to those patients requiring a non-standard, targeted neck evaluation.

SCOPE: Staff from Abdominal Imaging; Sonographers/Ultrasound Technologists; Image-Guided Procedures (IGP); and Central Scheduling who may be involved in the scheduling, performance, or interpretation of outpatient neck ultrasound examinations performed at UT Southwestern sites.

SCHEDULING:

- For standard thyroid ultrasound scans:
 - o May be scheduled at any location and time slot.
 - o Examples:
 - “Goiter”;
 - “Nodule”;
 - “Nodule Follow up”.

- For “non-standard” thyroid cancer, cervical lymph node surveys, or post-surgical neck ultrasound:
 - o Preferentially scheduled at the following locations and times (outpatients):
 - Outpatient Building, Tues/Wed/Thurs
 - Preference to when core ultrasound faculty* are on site
 - Other locations and days/times are OK given schedule availability and patient preferences, however will be remotely checked out with core ultrasound faculty*
 - o Examples:
 - “Thyroid cancer”;
 - “Post-operative follow up”;
 - “Lymph node survey”;
 - “Hyperparathyroidism” or “Parathyroid localization”.

RADIOLOGIST CHECKOUT

- For standard thyroid ultrasound scans:
 - o **Any Radiologist**

- For nonthyroid and postoperative neck scans:
 - o Preference #1 – Onsite checkout with core ultrasound faculty*
 - o Preference #2 – Remote checkout with core ultrasound faculty*, at OPB.
 - o Preference #3 – Remote checkout with core ultrasound faculty*, at other sites (eg. CUH).
 - o Preference #3 – Onsite or remote checkout with Radiologist assigned to that specific site.
 - The responsible Radiologist may consult with core ultrasound faculty* if there are specific questions or concerns.
 - o Preference #4 – Drs. Fetzer, Pruitt, or Vijay may be contacted at Parkland directly when all above options have been exhausted.

- For head/neck soft tissue lumps and bumps (eg. lipomas; targeted submandibular/parotid masses; etc):
 - o **Any Radiologist**

NOTES

1. ***Core ultrasound faculty: Drs. Huang, Fetzer, Pruitt, Vijay or Watumull.**
2. Unless specifically requested by the covering radiologist, Parkland staff should not be contacted directly for remote checkout.