

Neuroradiology Reading Room Speed Dials

Resident takeaway

Frequently used neuroradiology contacts are pre-programmed on the reading-room phones, so you can reach them from the Speed Dials screen instead of looking up and manually entering the number.

BACKGROUND

Communicating a critical or unexpected finding usually means reaching one specific place — a named CT or MR scanner, the technologist running it, or the emergency department at a particular site. Tracking down that extension takes time, and time on the phone is time away from the study.

1 Goal

Improve communication efficiency and response time by using preconfigured speed dials for commonly contacted services.

2 Where it is set up

The speed dials are programmed on the neuroradiology reading room phones at **JMC**, **Thornton and Hillcrest**, and the on-call reading room at **MOP**.

3 Implementation

A set of frequently used internal and external contacts was programmed into the phones and labeled by site and service.

What you will see on the phone

- A **contact label** that is easy to recognize — site, modality and service (for example **HC ED CT** or **JMC MR 1.5T**).
- The **programmed number** shown on the right of each row.
- **Soft keys** along the bottom of the screen: **Call** and **Exit**.
- Both **internal UCSD extensions** and **external numbers**, grouped in one scrolling list.

Labels on the speed dial entries

HC	Hillcrest
JMC	Jacobs Medical Center
TH	Thornton
EC / ECRMC	El Centro Regional Medical Center
ED	Emergency department
IP	Inpatient

How to Use the Speed Dial Feature

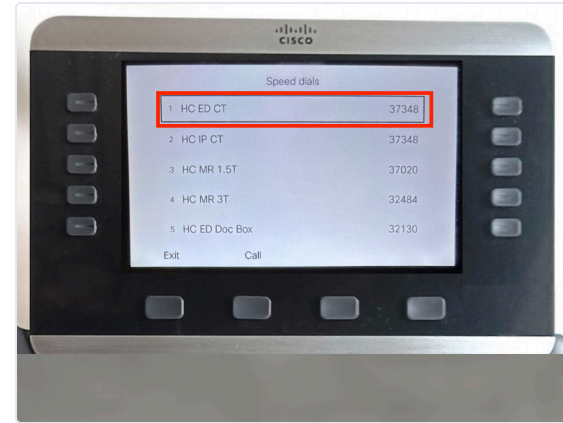
1 Open Speed Dials

From the home screen, press the center navigation / select button on the phone.



2 Choose a contact

Use the navigation control to scroll and highlight the contact you want — the highlighted entry is outlined in red below.



3 Place the call

With the desired contact highlighted, press the soft key directly under **Call**.



4 Exit when finished

Press the soft key under **Exit** to leave the Speed Dials screen.

