


Name of Policy: <u>Delinquent interpretation time</u> Policy Number: 3364-171-01-08 Department: Sleep Disorders Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Sleep Disorders Scope: The University of Toledo Medical Center Pulmonary Services Department	 Effective Date: 3/17/2023 Initial Effective Date: 3/17/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

All physicians who read sleep studies at the University of Toledo Medical Center will do so in a timely manner.

(B) Purpose of Policy

To provide timely review and interpretation of sleep studies. The Sleep Lab will notify physicians that there is a sleep study ready to be read via remote access or coming on-site after the study has been scored and prepared for review. The reading panel for the University of Toledo Medical Center is responsible for timely review and interpretation without the Sleep Lab’s on-going notification.

(C) Procedure

Upon completion of a scored sleep study the following will occur:

1. If the sleep medicine fellow is involved, then the attending physician and the sleep medicine fellow will discuss which sleep studies the sleep medicine fellow will be assigned to read, and the attending physician and/or sleep medicine fellow will notify the Sleep Lab.
2. The reading physician (attending physician and/or sleep medicine fellow) will be notified that there is a sleep study (new or re-scored) ready for review and interpretation.
3. The sleep medicine fellow will have 7 business days from the notification date to review the sleep study. Afterwards, the supervising/attending physician will have 7 business days to complete the review and interpretation.
4. If the sleep medicine fellow is not involved, interpreting physicians will have 10 business days from the notification date to review the sleep study.
5. If the sleep study has not been interpreted within 10 business days of notification, the Sleep Lab will contact the provider directly to give him/her notice that he/she has 48 hours to interpret the study. If the study is not completed within 48 hours, the Medical Director will review and interpret the sleep study to ensure timely patient care.

<p>Approved by:</p> <p><u>/s/</u> <u>3/20/2023</u> Michael Taylor <u>Date</u> Director, Pulmonary Services</p> <p><u>/s/</u> <u>3/19/2023</u> Andre Aguilon, M.D. <u>Date</u> Medical Director</p> <p><u>/s/</u> <u>3/20/2023</u> Russell Smith <u>Date</u> Senior Hospital Administrator</p> <p><i>Review/Revision Completed By:</i> <i>Director, Sleep Disorders Center</i></p>	<p>Review/Revision Date: 03/23</p>
<p>Policies Superseded by This Policy:</p>	<p>Next Review Date: 03/26</p>

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.