

## **STANDARD OPERATING PROCEDURES FOR R.A.D. REVIEW, INC.**

### **MISSION STATEMENT OF R.A.D. REVIEW, INC.**

To provide our customers with objective, rapid and accurate diagnostic interpretations of all radiological examinations by independent, highly trained radiologists who are employed full-time in their clinical specialty.

### **I. RECEIPT OF IMAGING STUDIES**

All imaging studies should be sent to:

R.A.D. Review, Inc., at 5832 Tidewood Avenue, Sarasota, Florida, 34231.

### **II. SELECTION OF RADIOLOGIST TO REVIEW STUDIES**

- “Expert Witnesses” are never used for reviews. R.A.D. Review, Inc. considers an “expert witness” to be any radiologist who provides second opinion interpretations on imaging studies as their sole source of income. The radiologists utilized by R.A.D. Review, Inc. are highly trained specialists who work full-time in clinical settings. The specific attributes of radiologists chosen to interpret an imaging study for R.A.D. Review, Inc. include:
  - ◇ Board certification in radiology
  - ◇ Additional training in a specialty area, if appropriate
  - ◇ Employed full-time in a clinical setting
  - ◇ Reputation for having a high level of integrity, objectivity and clinical expertise.
- Licensing and certification information is maintained on file at R.A.D. Review, Inc., on all radiologists interpreting diagnostic studies under the purview of R.A.D. Review, Inc.

- The client will be immediately notified, via writing, of any change in status of a participating physician's licensure or certification.
- Confirmation of liability coverage is maintained on file at R.A.D. Review, Inc., on all radiologists interpreting diagnostic studies under the purview of R.A.D. Review, Inc.

*Please note:*

*Dr. Paul Macchi provides interpretations for approximately 99% of the cases; he is board certified in general radiology (orthopedic, nuclear medicine, mammography, etc.) and has completed a neuroradiology fellowship which requires extensive training in the interpretation of magnetic resonance imaging (MRI) and computed tomography (CT) studies of the brain and spine.*

*R.A.D. Review, Inc. is a very small company; the only employees are Dr. Macchi and Debra Macchi. Debra Macchi is the President and CEO of R.A.D. Review, Inc. and is responsible for quality control of all reports, management of depositions/trial testimony, adherence to the Code of Ethics stated under heading V, and record-keeping. Transcription services are out-sourced to a professional transcription group, however, all reports, with no exception, are reviewed by Dr. Macchi for clarity and accuracy. A bookkeeper is utilized on a consultancy basis.*

### **III. INTERPRETATION OF DIAGNOSTIC STUDIES**

- Most, if not all reviews, will be completed (i.e., the client will receive a report via fax) within 5 to 7 working days. The average turnaround time is four days. Any anticipated delays will be communicated to the client immediately.
- Interpretations will be made on a "rush" basis as requested by the client. Reports can be provided within 24 hours or less if required. Rush fees may apply.
- The radiologist performs a thorough and objective review of the diagnostic study and dictates his/her interpretation of the exam for transcription.
- The review of the radiologist is based on diagnostic images. Factors which are not appropriate to be addressed by a radiologist are not considered or commented upon.

- The radiologist will answer any questions the client may have upon receipt of the report; however, reports will never, under any circumstances, be changed to “favor” the interpretation in the clients’ best interest. All images are read in an unbiased, objective fashion, considering the diagnostic information provided by the imaging studies.
- Reports will be amended or supplemented for the sole purpose of clarification and/or to answer any additional questions posed by the client, as appropriate.
- The interpreting radiologist will make every effort to more fully explain less known, complicated medical concepts/terms to assist the client to better understand the content of the report.
- If diagnostic images from the case are missing, the client is reached by telephone and requested to provide that information if available. Incomplete and/or non-diagnostic studies will not be read. The client will be informed of such and asked to provide the appropriate material.
- No copies of medical records, diagnostic films, or any other information pertaining to the case (aside from the report generated by the radiologist) are made or retained by R.A.D. Review, Inc. unless specifically requested to do so. All images are returned via Federal Express for tracking purposes.

#### **IV. TRANSCRIPTION, REPORT REVIEW, AND COMMUNICATION PROCEDURES**

- Upon completion of the radiologist’s dictation, the report is transcribed by an experienced medical transcriptionist.
- Any questions pertaining to clarification and or medical words/concepts will be addressed directly to the interpreting radiologist and revised solely by him/her. No changes to the original dictation will be made without the consent and direct supervision of the interpreting radiologist.
- After thorough review by the physician, a final report is signed by the interpreting physician and immediately faxed or emailed to the client; the client is asked to review the report and direct any questions to Debra Macchi, president of R.A.D. Review, Inc., who will contact the physician regarding SAME. If necessary, the physician will speak directly to the client, free of charge, regarding the question at hand.

- Subsequent to any questions posed by the client, the report will be amended if appropriate and necessary. As stated in Section III., reports will be amended or supplemented for the sole purpose of clarification and/or to answer any additional questions posed by the client, as appropriate. Reports will never, under any circumstances, be changed to “favor” the interpretation in the clients’ best interest. All images are read in a totally objective fashion based on the diagnostic information provided in the films
- All reports are to be signed solely by the radiologist who performed the interpretation.
- An original of the report is returned to the client along with any and all information sent unless asked to retain such by the client.
- Reports generated by R.A.D. Review, Inc. are kept on the company computer for at least five years. No paper copies of reports are retained.

## **V. CODE OF ETHICS**

- All radiologists utilized by R.A.D. Review Inc., will be known personally by Debra Macchi, president of R.A.D. Review Inc., to insure that the individuals providing interpretations hold long-standing reputations for high integrity, honesty, professionalism, and respected expertise.
- The review of the radiologist is to be totally objective/unbiased with no regard to the nature of the client’s business.
- The radiologist will not comment on any questions asked by the client which he/she feels are not within his/her purview.
- Interpretations will never, under any circumstances, be interpreted or changed to “favor” the clients’ best interest.
- All reports provided to clients will be reviewed and signed solely by the interpreting physician.
- Cases will be discussed solely with the client. All information provided on any case will remain confidential; no copies of records or images provided by the

- client will be retained by R.A.D. Review, Inc., nor shared with any party other than the client unless specifically asked by the client to do so or as required by subpoena. Computer files of all reports generated by R.A.D. Review, Inc. will be kept for a minimum of five years.
- This code of ethics will be enforced and monitored at all times, with every case, and every client, by Debra Macchi, president of R.A.D. Review, Inc.