

MEMO

Date: January 15, 2025

To: All Manitoba physicians

From: Sylvie Harlos, Director of Urban Community DI, NICT and Provincial DI Central Intake

Re: **Important Notice: Incomplete MRI Requisitions**

Shared Health has noticed a trend in incomplete physician requisitions for MRI requisitions. Missing information—such as the patient’s height, weight, clinical details, prescreening questionnaires, or required lab results—often requires follow-up by diagnostic clerks, causing delays in scheduling important tests and other processes.

Effective February 15, 2025, Shared Health will no longer accept incomplete MRI requisition forms. Incomplete forms will be returned to the ordering physician and will not be processed until all necessary information is provided. For your convenience, required fields on all forms are marked with an asterisk (*) to highlight the most crucial information we need to best serve you and your patient.

We appreciate your cooperation in ensuring requisition forms are fully and accurately completed to help us provide timely care.

Thank you.