

# Radiology Ordering and Scheduling Handbook



# Ultrasound

Common Ultrasound Orders	IMG Code	Brief Description	Exam Clarification
US Abdomen Complete	524	This exam includes assessment of all organs/structures within the peritoneal and retroperitoneal cavities (liver, GB, bile ducts, pancreas, spleen, kidneys, aorta and IVC).	If the indication for this exam is cirrhosis or hepatitis, use US Abdomen Complete With Doppler (IMG 17539).
US Abdomen Complete With Doppler	17539	This exam includes a complete survey of all the organs/structures within the peritoneal and retroperitoneal cavities and a complete doppler interrogation of the liver.	<b>Do not</b> use this exam for investigation of the renal arteries. There are located in the retroperitoneal region and require the USV Renal Artery Duplex Bilateral order (IMG17712). <b>Do not</b> use this exam for evaluation of the Mesenteric and Celiac vessels. These vessels are examined with the USV Mesenteric and Celiac Artery Duplex Complete order (IMG 17890).
US Abdomen Limited	525	This exam is used for a variety of reasons and the patient preps will vary depending on what anatomy is requested and the reason for the exam.	Use this order for lumps and bumps in the anterior abdomen region, including hernia in the abdominal regions of the body. The indication for this exams must include clear direction to the area of interest. Note: There are specific orderables for US Upper Back and US Lower Back, US Buttock and US Lung Chest.
US Appendix	3027	Survey of the RLQ for appendicitis	This exam includes limited imaging of the right ovary in females and limited views of the RUQ (Kidney and GB).
US Ascites	17991	Limited abdominal imaging to assess for free fluid	No organ imaging is included.
US Bladder	3036	Imaging of the urinary bladder only	If pre and post void imaging is desired, include this in the order as reason for exam If kidney imaging is desire, order as US Renal Complete With Bladder.
US Buttock	3419	Imaging is limited to soft tissues of the Buttock	If region of interest is on the anterior surface of the pelvis, use US Pelvis Limited/Follow-Up (IMG 17979).
US Extremity Joint (Choose order by desired limb and laterality)	Order names and IMG codes are specific to laterality and specificity of upper or lower extremity.	This exam is specific to the entire joint. Imaging includes the muscles, tendons, ligament and bony structure of the joint.	Indications for this exam include bursitis, muscle and ligament tears, rotator cuff, rheumatoid arthritis and tendonitis. These exams are performed at limited SH locations due to their specificity.

# Ultrasound Continued

Common Ultrasound Orders	IMG Code	Brief Description	Exam Clarification
US Extremity Soft Tissue (Choose order by desired limb and laterality)	Order names and IMG codes are specific to laterality and specificity of upper or lower extremity.	This exam is specific to the evaluation of the soft tissue structures of the extremities and does not include all aspects of the joint and its surrounding structures. This is a limited examination of a specific anatomical structure.	Indications for this exam include abscess, baker's cyst, cellulitis, hematoma, lymph nodes, lipoma, joint effusion, prosthesis pseudo tumor, sepsis, soft tissue lumps or bumps, and synovitis. Depending on the reason for exam, these exams are performed at limited SH locations.
US Fetal Amniotic Fluid Index	2111803	This order is specific to the order name. Imaging is limited to area of interest as listed in the order name.	Fetal Survey and Fetal Growth Parameters are not included.
US Fetal Position	540	This order is specific to the order name. Imaging is limited to area of interest as listed in the order name.	Fetal Survey and Fetal Growth Parameters are not included.
US Placenta Localization Only	2111820	This order is specific to the order name. Imaging is limited to area of interest as listed in the order name.	Fetal Survey and Fetal Growth Parameters are not included.
US Placenta Localization Only With Endovaginal	17983	This order is are specific to the order name. Imaging is limited to area of interest as listed in the order name.	Fetal Survey and Fetal Growth Parameters are not included.
US Cervical Length With Endovaginal	17928	This order is specific to the order name. Imaging is limited to area of interest as listed in the order name.	Fetal Survey and Fetal Growth Parameters are not included.
US Gallbladder	3032	This exam includes all organs of the right upper abdomen (liver, GB, bile ducts, pancreas, and right kidney).	Indications for this exam should be focused on the Gallbladder ( <b>Do not</b> use this order if the GB is surgically absent).
US Right Upper Quadrant	3029	This exam includes all organs of the right upper abdomen (liver, GB, bile ducts, pancreas, and right kidney).	Use this order when the gallbladder is surgically absent. If the focus of this exam is the Liver, use US Liver Including Ducts (IMG 3030) and if the reason for exam is cirrhosis or hepatitis, use US Liver Including Duct With Doppler (IMG 17986).
US Intussusception	17990	This is a pediatric specific order with imaging limited to the area described in the order name.	Imaging will not include other abdominal organs or structures. Please contact the scheduling department if you have questions regarding these orders.

# Ultrasound Continued

Common Ultrasound Orders	IMG Code	Brief Description	Exam Clarification
US Pyloric Stenosis	3028	This is a pediatric specific orders with imaging limited to the area described in the order name.	Imaging will not include other abdominal organs or structures. Please contact the scheduling department if you have questions regarding these orders.
US Liver Including Ducts	3030	This exam includes all the organs of the right upper abdomen (liver, GB, bile ducts, pancreas and right kidney) and limited views of the spleen.	Indications for this exam should be focused on the liver. If liver doppler is needed, this should be noted in the reason for exam and use order US Liver Including Ducts With Doppler (IMG 17986).
US Liver Including Ducts With Doppler	17930	This exam includes all the organs of the right upper abdomen (liver, GB, bile ducts, pancreas and right kidney), limited views of the spleen and a complete interrogation of the portal venous system of the liver.	Liver doppler is recommended for patient with known cirrhosis, hepatitis, hepatocellular carcinoma or portal hypertension.
US Neck Or Head, Soft Tissue	520	This exam is for any structure located in the neck or head region of the body excluding vasculature and the anatomy within the bony calvarium (e.g. brain and blood vessels of the head and neck).	Use for carotid body tumor masses, lymphadenopathy, lumps and bumps of the head and neck, neck lymph nodes, parathyroid, thyroid and salivary glands.
US OB < 14 Weeks Single Gestation With Endovaginal	17946	This exam is used when a pregnancy is known to be less than 14 weeks gestational age.	If it is known that there are multiples, use the multiple gestation orders for the appropriate gestational age. These exams include imaging of the uterine and ovarian environment, the fetus and its' anatomy, the placenta and cervix. Fetal anatomy can be limited by gestational age and fetal position. Use this order for rule out ectopic and viability.
US OB 14+ Weeks Single Gestation	17937	This exam includes assessment of all organs/structures within the peritoneal and retroperitoneal cavities (liver, GB, bile ducts, pancreas, spleen, kidneys, aorta and IVC).	If it is known that there are multiples, use the multiple gestation orders for the appropriate gestational age. These exams include imaging of the uterine and ovarian environment, the fetus and its' anatomy, the placenta and cervix. Fetal anatomy can be limited by gestational age and fetal position.

# Ultrasound Continued

Common Ultrasound Orders	IMG Code	Brief Description	Exam Clarification
US OB Fetal Follow-Up Single Gestation	17962	As required by billing codes each pregnancy event can only have on <14 Week US and one 14+ Week US. All other fetal studies for growth and anatomy should be ordered as US OB Fetal Follow-Up.	If it is known that there are multiples, use the multiple gestation orders for the appropriate gestational age. These exams include imaging of the uterine and ovarian environment, the fetus and its' anatomy, the placenta and cervix. Fetal anatomy can be limited by gestational age and fetal position.
US Pelvis Complete	17976	This exam includes imaging of all structures located within the bony pelvis.	Abdominal imaging only: reserved for male pelvis and premenarchal females. Use this order also for non sexually active teenage females.
US Pelvis Complete With Doppler	17975	This exam includes all imaging of the female reproductive organs and their surrounding tissues.	Abdominal imaging only with Doppler: indicates ovarian doppler will be performed. Reserve this order for premenarchal female with acute pain, enlarged ovary and rule out torsion.
US Pelvis Complete With Endovaginal	17978	This exam includes all imaging of the female reproductive organs and their surrounding tissues.	Transabdominal and endovaginal imaging with Doppler: indicates that both transvaginal and endovaginal imaging will be performed. Use this order for all postmenarchal females.
US Pelvis Complete With Doppler and Endovaginal	17977	This exam includes all imaging of the female reproductive organs and their surrounding tissues.	Transabdominal and endovaginal imaging with Doppler: indicates that endovaginal and ovarian doppler will be performed. Use this order for all postmenarchal female with ovarian doppler for acute pain, enlarged ovary and rule out torsion.
US Renal Complete With Bladder	17985	This exam includes imaging of the kidneys, ureteral regions and urinary bladder.	If the kidneys and other abdominal organs are requested, use exam order US Abdomen Complete (IMG 524).
USV AAA Medicare Screening	17704	This exam includes limited images of the Aorta to rule out AAA in high risk Medicare patients.	Recommended only for patients who actively have Medicare insurance and meet the risk criteria set by Medicare. This is a one-time only order.

# Ultrasound Continued

Common Ultrasound Orders	IMG Code	Brief Description	Exam Clarification
USV Aorta Iliac Complete	17705	This exam includes imaging and doppler of the entire Abdominal Aorta and proximal Iliac arteries.	Indications for this exam are: AAA, stenosis, stent and follow up endo graft. The most common reasons for this exam are rule out AAA, rule out aneurysm and Abdominal Bruit.
USV Renal Artery Duplex Bilateral	17853	This exam includes complete imaging of the renal arterial and venous system and limited imaging of the kidneys bilateral.	Recommended for patients with HTN and concern for renal artery stenosis or patients with Fibromuscular Dysplasia.
US Venous Extremity Duplex	Order names and IMG codes are specific for laterality and specificity of upper or lower extremity.	Lower extremity includes imaging of the venous system from the CFV to the ankle. Upper extremity includes imaging of the venous system from the Internal Jugular to the wrist.	Indications for this order include: edema, swelling, redness or any signs of DVT.
UVS Arterial Physio ABI Lower Extremity	17729	This exam includes ABI and TBI ratios, ankle PVR's, and continuous waveform of PTA and DPA.	Recommended for patients with claudication, PAD, non healing wound and decreased pulses.
USV Arterial Physio ABI Doppler Lower Extremity	17731	This exam includes ABI and TBI ratios, ankle PVR's, and continuous waveform of CFA, POP, PTA and DPA. This exam is more specific in defining the level of disease.	Recommended for patients with claudication, PAD, non healing wound and decreased pulses.

# MRI Imaging

MRI Procedure Name	Brief Description	Exam Clarifications
MRI	A frequent error in MRI ordering occurs when ordering contrast. MRIs needing contrast (with very few exceptions) are ordered as "with and without contrast," almost never "with contrast" as CT does.	Do not order MRI exams as "with contrast." Order as "with and without contrast" unless it is an MR arthrogram study or stereotactic brain MRI.
MRI Brain With and Without Contrast	Contrast is frequently ordered when it's not clinically indicated.	Brain tumor/lesion, MS lesions, pituitary abnormalities, IAC pathology, etc.
MRI Brain Without Contrast	Brain MRIs are indicated to be without contrast but often are ordered as "with" or "with and without."	Headache, CVA, nausea, memory loss, visual disturbance, etc.
MRA Head Without Contrast	Can be either MRA or MRV. MR Angiogram (MRA) head is almost always done without contrast, unless the patient has a coil that is being checked, then order MRA Head with and without. MR venograms (MRV) of the head are without and with contrast).	
MRI Brain for Stereotactic Planning	Use for pre-surgical planning. This is not the same as a routine MRI Brain with and without contrast.	If ordering a routine brain and stereotactic brain study this will be two separate orders and two time slots (at the same visit).
MRI "Any Joint" Arthrogram Left or Right	MR Arthrogram no longer specify contrast.	i.e. "MRI Shoulder Arthrogram Left"
MRI Abdomen With and Without Contrast	Exams in the abdomen (e.g., kidney or liver) are ordered as an MRI abdomen.	An MRCP has its own orderable distinct from an abdomen MRI (MRI MRCP With and Without Contrast).
MRI Pelvis With and Without Contrast	Most exams in the pelvis (e.g., uterus, ovaries) are ordered as an MRI pelvis.	A prostate or rectum has it's own orderable distinct from pelvis MRI. (MRI Prostate With and Without Contrast, MRI Rectal With and Without Contrast).
MRI Neck With and Without Contrast	This order is used for neck soft tissues (mass, lymphadenopathy, thyroid, larynx, pharynx) and not the cervical spine.	Use MRI Spine Cervical when requesting imaging of the spinal canal, spinal cord or discs.
MRI Foot "Left/Right" Without Contrast	MRI Foot is only used for a forefoot (metatarsals through toes). Anything posterior to that is considered an MRI Ankle. If the area of interest is the entire foot, two orders will be needed.	i.e. MRI Foot Left Without Contrast. For pathology from toes through metatarsals order MRI Foot. For anything more posterior than that order MRI Ankle.
MRI Ankle "Left/Right" Without Contrast	MRI Ankle is used for ankle indications as well as any foot pathology posterior to the metatarsals. If the area of interest is the entire foot, it is two orders.	i.e. MRI Ankle Left Without Contrast. For pathology from tarsals through calcaneus (including Achilles and posterior soft tissues) order MRI Ankle. For anything more anterior than that order an MRI Foot.

# Nuclear Medicine Imaging

Nuclear Medicine Procedure Name	CPT	Brief Description	Indications
NM Bone 3 Phase Limited	CPT 78315	Dynamic Flow of the single/limited area with blood pool and delayed static images. <b>Physician to indicate area of interest in the order.</b>	Infection, RSD, LCDP, avascular necrosis, bone infarct, loosening of the prosthesis, osteochondritis juvenilis, and Osteoid Osteoma's.
NM Bone Limited	CPT 78300	Delayed static images of the indicated area. <b>Physician to indicate area of interest in the order.</b>	Evaluation of fracture or disease process affecting only one area. For patients with a history of cancer, please consider Total Body.
NM Bone Total Body	CPT 78306	Delayed imaging from Head to Toe	Evaluation of systemic disease process (osteopathy). Bone pain, trauma, occult fractures osteoporosis, Paget's and arthritis.
Bone SPECT CT	CPT 78320	Delayed rotational gamma imaging resulting in 2D and 3D image sets, CT data set is acquired and a fused anatomical and physiological 3D data set is created. <b>Physician to indicate area of interest in the order.</b>	Detection and localization of osseous process that may not be seen in planar imaging. Imaging method of choice for Spondylolistheses and Pars Defect. Limitations include upper extremities and joints with hardware.
NM Gastric Emptying	CPT 78624	Static images are obtained up to 4 hours post the ingestion of a standard meal.	Evaluate gastric motility of solid foods. Gastroparesis.
NM Hepatobiliary	CPT 78226	Dynamic anterior images of the abdomen are taken over 60 minutes with delayed imaged as needed up to 4 hours post injection.	Evaluation of acute or chronic Cholecystitis or to rule out bile leak post-operative procedure or injury. Gallbladder contraction not evaluated.
NM Hepatobiliary for Ejection Fraction	CPT 78227	Anterior sequential images of the filling state post injection of radiotracer. Gallbladder stimulus of Kinevac or Ensure Plus followed by sequential imaging of the contraction phase with the calculation of a gallbladder ejection fraction.	Evaluate the contractility of the gallbladder, diagnosis of gallbladder dysfunction. Only done on Outpatients. Not for diagnosis of Acute or Chronic Cholecystitis.
NM Lung Ventilation and Perfusion	CPT 78582	Planar imaging of Lung Ventilation and Perfusion.	Primary function is to assess for pulmonary emboli (PE), assess function prior to lung resection or heart surgery.
NM Parathyroid SPECT CT	CPT 78072	Static images are done early and late, as well as SPECT or SPECT CT at 90-120 minutes post injection.	Specific to assess presence and location of parathyroid adenopathy in patients with elevated PTH or calcium levels. Parathyroid SPECT CT is the imaging sequence preferred, but not available at all sites.



# Nuclear Medicine Imaging Continued

Nuclear Medicine Procedure Name	CPT	Brief Description	Indications
NM Renal Lasix Flow and Function	CPT 78708	Dynamic sequential images of kidneys with comparison of right and left renal perfusion and function before and after the administration of Lasix.	Evaluation of hydronephrosis, obstruction, or evaluation determination of etiology of back pain.
NM Tumor Imaging MiBG with SPECT CT	CPT 78802, 78803	Whole body tumor imaging done 16-24 hours post injection followed by SPECT CT. SPECT CT includes an acquired CT of the same area and the creation of a fused anatomic and physiologic 3D image set.	Evaluation of Neuroblastoma and other PNet cancers
NM Tumor Octreoscan with SPECT CT	CPT 78803, 78804	Whole body tumor imaging done at 4-6 hours and 24 hours post injection. 48 hours is optional and at the discretion of the Radiologist. SPECT CT includes an acquired CT of the same area and the creation of a fused anatomic and physiologic 3D image set.	Evaluate Octreotide positive tumors. (NET tumors with somatostatin receptors). Including gastrinomas, insulinomas, glucagonomas, VIPomas, carcinoid tumors, small cell lung cancer, paragangliomas, neuroblastomas, pheochromocytoma, undifferentiated APUDomas, and medullary carcinoma of the thyroid.

# PET Imaging

PET Procedure Name	Brief Description	Exam Clarifications
PET CT Whole Torso	PET CT from the skull base to thighs for the following disease types: <ul style="list-style-type: none"> <li>▪ Breast</li> <li>▪ Cervical</li> <li>▪ Colorectal</li> <li>▪ Endometrial</li> <li>▪ Esophageal</li> <li>▪ Lung</li> <li>▪ Lymphoma</li> <li>▪ Ovarian</li> <li>▪ Pancreas and Salivary Malignancy</li> </ul>	For CT interpretation check the CT thorax, CT abdomen and CT pelvis boxes on the scheduling form. If your patient's disease type is not listed, please call 616.486.2134 for information.
PET CT Whole-Body	PET CT from skull vertex to toes for the following disease types: <ul style="list-style-type: none"> <li>▪ Melanoma</li> <li>▪ Multiple Myeloma</li> <li>▪ Osteosarcoma</li> <li>▪ Rhabdomyosarcoma</li> <li>▪ Cutaneous Lymphoma</li> </ul>	For CT interpretation check the CT thorax, CT abdomen and CT pelvis boxes on the scheduling form. If your patient's disease type is not listed, please call 616.486.2134 for information.
PET CT Limited	PET CT for lung nodule only (neck to iliac crests).	For CT interpretation check the CT thorax box on the scheduling form.
PET CT Limited	PET CT for head & neck only; non-salivary.	For CT interpretation check the CT neck and CT thorax boxes on the scheduling form.
PET CT Brain	PET CT imaging of the brain only.	Do not check any CT interpretation boxes.

# CT Imaging

PET Procedure Name	Brief Description	Exam Clarifications
CT	Computed Tomography—cross sectional imaging done on any part of the body; frequently done with IV contrast to highlight vascular structures and oral contrast to highlight bowel.	Allergies to IV contrast and kidney issues do not typically contraindicate the use of oral contrast.
CT Head Without IV Contrast	Cross sectional imaging of the brain/skull.	Bleeding, subdural hematoma, headache, stroke, trauma and fracture.
CT Head With IV Contrast	Cross sectional imaging of the brain looking for mass/tumor.	Mass, follow up mass and brain tumor.
CT Angio Head With IV Contrast	Arterial phase imaging of the intracranial vessels.	Aneurysm, arterial stenosis and vascular malformation.
CT Angio Neck With IV Contrast	Arterial phase imaging of the vessels in the neck.	Carotid stenosis and CVA.
CT Thorax With IV Contrast	Venous phase imaging from top of chest to just below the diaphragm.	Mass, tumor, abscess, pneumonia, lung cancer, staging and lymphadenopathy (not for pulmonary embolus). Initial characterization of solitary lung nodule.
CT Thorax Without IV Contrast	Non-contrast imaging of the chest.	Lung nodule follow-up, high resolution and interstitial lung disease.
CT Angio Thorax With IV Contrast	Arterial imaging of the aorta and/or pulmonary arteries.	Pulmonary embolus, PE ,and aortic aneurysm. Aortic dissection should also include CT abdomen with IV.
CT Abdomen With and Without IV Contrast	Non-contrast, arterial, and venous imaging of the liver, kidney, or adrenals (typically done with oral contrast).	Liver mass, hepatocellular carcinoma, cirrhosis, renal mass, renal cell carcinoma and adrenal adenoma (liver protocol, dual phase liver, three phase liver).
CT Abdomen and Pelvis With IV Contrast	Venous phase imaging from above diaphragm to below pelvis (typically done with oral contrast).	Abdomen pain, appendicitis, RLQ pain, diverticulitis, abscess, lymphadenopathy, metastasis and cancer staging.
CT Abdomen and Pelvis Without IV Contrast	Non-contrast imaging either because of renal insufficiency or for renal stones.	Kidney stones—no oral contrast necessary. Renal insufficiency—oral contrast does not harm the kidneys and can be helpful.
CT Urogram	Non-contrast, venous phase and delayed phase imaging done for urinary system problems (with IV contrast and no oral contrast).	Kidney stone and/or mass of the kidneys, ureters or bladder. Hematuria and microscopic hematuria.

# Dx Imaging

Dx Procedure Name	Brief Description
Chest 2 View Frontal and Lateral	Imaging exam of the heart and lungs to demonstrate the heart, lungs, airways, blood vessels and bones of the spine and chest. It can also show fluid in or around the lungs as well as air surrounding the lungs. This exam consists of erect frontal and lateral positions.
Abdomen Flat and Erect or Decub	Exam of the abdominal organs from the diaphragm to the pubic symphysis used to evaluate the size and shape of the liver, spleen, kidneys along with intra-abdominal calcifications, tumor masses and air fluid levels. The exam consists of supine and erect or decubitus images.
Colon Motility Study	This exam is to show transit speed of the colon by imaging the Sitz marker rings left in the colon on 2 sets of films. The first image is taken on day 4 and then the second on day 7.
Bone Survey	Series that images the axial skeleton and the large cortical bones to include the skull, entire spine, ribs, pelvis, femurs and humerus bones. It is performed for non accidental trauma, pain and metabolic diseases.
Bone Length Study	Imaging exam used to evaluate leg length discrepancies in children and adults. This exam requires special imaging equipment that is not located at every facility so please call to confirm that the preferred location has the capability of performing the exam.
Hip Left or Right With Pelvis 2-3 Views	Exam used to evaluate hip disorders and fractures. This exam includes the AP Pelvis and a frog lateral of the requested hip. If a frog lateral cannot be performed a cross table lateral image is then obtained.
Knee Left or Right 3 Views	Imaging study that is used for joint alignment, joint space, bone spurs and fractures. We use two different protocols based on non traumatic or arthritic pain and injury. Non traumatic consists of PA standing, lateral and merchant or sunrise views. Injury protocol consists of AP, oblique and lateral images.
Orbits For Foreign Body Bilateral	Imaging study used for MRI clearance. It consists of a PA image of the orbits looking for metal artifacts. If artifacts are visualized then a lateral image is performed. These images are evaluated by a radiologist prior to the patient's MRI study.
Shoulder Left or Right Minimum 2 views	Exam is performed for either shoulder pain or trauma. When the patient presents with shoulder pain the required images are: Internal rotation AP, Grashey and an Outlet View. If the patient has had an injury the required views are: Internal rotation AP, Grashey and an Axillary view.
Spine Cervical Complete	Imaging of the cervical spine to include AP, open mouth odontoid, both right and left obliques and a lateral. These images are obtained for both pain and injury.
Spine Lumbar 2 or 3 Views	Imaging of the lumbar spine to include an erect AP, Lateral and L5-S1 spot view. This exam is the preferred protocol, if obliques are requested then the lumbar spine complete needs to be ordered.
Spine Thoracic 3 View	Imaging of the thoracic spine to include an AP, Lateral and lateral swimmers view.
Spine Thoracolumbar 2 or 3 Views	Imaging of the thoracic and lumbar junction to include at least T10 through L4. This includes an AP and lateral of only the junction and not to be confused with any other thoracic or lumbar imaging.
Spine Scoliosis	Imaging of the entire spine in one image. This study requires special equipment so please confirm with the preferred site that they are able to perform this.
Paranasal Sinuses	Imaging of the sinuses most commonly for sinusitis.
Wrist 3 Views and Navicular Left or Right	Imaging that includes the standard AP, Oblique and Lateral views along with a navicular view. This study is ordered for a fall injury. If the patient presents with only wrist pain and no injury the preferred study is a three view wrist exam.

# Frequently Asked Questions

Question	Answer
If I am using EpicCare Link, can I attach the original order from my EMR?	Yes! This is incredibly helpful for the radiology technologist performing the exam! If you save it to your desktop you can easily attach it and any other paperwork that you feel is important to the test in EpicCare Link. Please see the EpicCare Link Guide for instructions.
If I place an order using EpicCare Link should I also fax the paper order?	No. If we get both an EpicCare Link order and a paper order it will become a duplicate in our system and your patient could risk having a duplicate exam.
What does "Expected Date" mean in EpicCare Link?	This is the date you would like the test performed. If you would like this test done 4 weeks from now, please put that date in the "expected date" field. This is where the scheduling team will see it.
If I am contacted by SH Radiology to change an order, what is the best way to do that?	You will not be able to change the order you originally transcribed into Epic. You will need to place another order, then delete the original order. Please see the EpicCare Link Guide for detailed instructions on how to cancel an order.
Where do I find the EpicCare Link Guide?	There is a link to it on the main page when you log in to EpicCare Link.

## Spectrum Health Standard for Electronic Image Exchange

### Requesting images be sent from Spectrum Health to an Outside Facility



SH receives a fax request from an Outside Facility for exams needing to be sent from SH.

- Non-Breast exams - Fax **616.391.1127**.
- Breast exams - Fax **616.486.9335**.
- Make sure the request is filled out completely so we can ensure accurate patient identity.
- We do not push studies upon a physician's or patient's request. Requests to send images must come from the receiving facilities (ie. Mayo).
  - If a physician or patient needs a study to be sent to another facility, they need to contact the destination facility. That facility will fax a request to SH for the desired study.

**Trauma Patients Only** -SH techs at the imaging site will send the exam(s) at time of study to the Outside Facility receiving the transferred patient. SH tech will also call to notify the receiving hospital and provide patient information.

# Spectrum Health Standard for Electronic Image Exchange Continued

## Sending Images to Spectrum Health from an Outside Facility



Requires a fax request from Spectrum Health to the Outside Facility to push images to SH and fax the exam(s) reports.

- Non-Breast exams – Fax **616.391.1127**.
- Breast exams – Fax **616.486.9335**.
- We can only accept studies for patients receiving care at Spectrum Health. Accepting non-patient exams is a HIPAA violation.

Exams should only be sent to SH if the request comes from SH Radiology or Breast Care Support Services, not physicians or patients.

- If a physician or patient needs a study to be sent to SH, they need to contact SH Radiology Support Services (**616.391.1812**) or SH Breast Care Support Services (**616.486.9336**) to fax a request to the original imaging facility for the images to be pushed to SH.
- Only send exams requested by SH Radiology Support Services.

**Trauma Patients Only** – The original imaging facility to send the exam(s) at time of the patient transfer to SH and call SH Radiology Support Services at **616.391.1812** to notify and provide patient information.

## Special Notes from Spectrum Health Radiology

When sending paper orders, please provide us with as much information as possible. Using a Spectrum Health paper radiology order is most useful.

Please provide us with the patients full name, especially if it is a hyphenated name.

When ordering a procedure, please include all orders for labs, specimens, and H & P.