

imaging scheduling guidelines

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CaroMont Health Imaging Facilities

CaroMont Imaging Services–Belmont

1212 Spruce St.
Belmont, NC 28012
Ph: 704-829-7779 Fax: 704-829-7767

CaroMont Imaging Services–Summit

620 Summit Crossing Place
Gastonia, NC 28054
Ph: 704-671-7730 Fax: 704-671-7731

Gaston Memorial Hospital (GMH)

2525 Court Drive
Gastonia, NC 28054
Ph: 704-834-2942 Fax: 704-834-2507

The Diagnostic Center (DXC)

655 Cox Rd.
Gastonia, NC 28054
Ph: 704-834-2050 Fax: 704-834-2053

The Women's Imaging Center–Summit Crossing (CIS–Women's Imaging)

620 Summit Crossing Place, Suite 106
Gastonia, NC 28054
Ph: 704-671-7776 Fax: 704-671-7721

Centralized Scheduling Options:

Ph: 704-834-2941, option 2
Fax: 704-671-5459
Online scheduling: www.caromontimagingervices.org
Pre-Registration: 704-834-2914

General Scheduling Guidelines

Hours of operation for Centralized Scheduling
7:30 am – 5:30 pm, Monday – Friday
704-834-2941, option 2

Information necessary for scheduling procedures:

1. Patient name
 2. Date of Birth
 3. Social Security number
 4. Correct phone number(s)
 5. Documented diagnosis or ICD-9 Codes
 6. Check medical necessity when applicable (Access by Internet)
 7. List of patient allergies
 8. Patient weight except mammography and ultrasound
 9. Patient current insurance information
- NOTE: If authorization is obtained by central scheduling, please send clinical information
10. Patients under 18 years of age must have a parent or legal guardian accompany them, or send written permission for procedures to be done

Fluoroscopic Guidelines

- Fluoroscopic procedures include: Barium Swallow (BaS), Upper GI, Small Bowel, and Barium Enema (BaE)
- Fluoroscopic procedures are performed at GMH, CIS-Summit, CIS-Belmont and The Diagnostic Center (Cox Rd.)
- Preps vary due to specific procedures and age of patient

Barium Enema:

- Patient should pick-up prep sheet instructions and prescription for Colyte two days prior to appointment
- Patient will be responsible for purchase of Colyte
- Exam time varies from 1–1 ½ hours

Gastrografin Enema:

- Prepped (un-prepped – Emergencies)
- Exam time 1–1 ½ hours

Upper GI (UGI), Small Bowel, Barium Swallow:

- 16 years of age or older.
Nothing by mouth after midnight.
- Under 16 years old, scheduling personnel will assist you with the appropriate prep.
- UGI or Barium Swallow about 30-45 minutes.
- UGI with a Small Bowel follow through may take several hours

Genitourinary

- Intravenous Pyelogram (IVP)
Clear liquids only four hours prior to exam

Inform Scheduler if:

1. Patient is diabetic
 2. If the patient is taking any type of Metformin, i.e. Glucophage, Glucovance, Avandamet, or Riomet as it will have to be suspended **after** the exam for 48 hours
 3. Allergies or previous reaction to contrast
 4. History of myeloma or other paraproteinemia
 5. History of renal failure, tumor or transplant
 6. If the patient has had a Serum Creatinine within the last 10 days, please provide information
 7. Patient's weight
- Exam Time: 1-2 hours

Hysterosalpingogram:

- No prep
- Performed by Ob-GYN

Voiding Cystourethrogram (VCUG):

- Procedure performed only at GMH
- If ordered, renal ultrasound must be done first
- All patients will require sedation by the ordering physician
- Patients should arrive one hour prior to the scheduled exam time

Colonic Motility Study

- Study takes 7 days and always begins and ends on a Friday

Patient Instructions:

1. Patient must come to one of the imaging facilities on a Friday to pick up capsules, register and have a scout film taken
2. Patient will stay on regular diet during test week
3. Patient should not take laxatives, enemas or suppositories during test week
4. Patient will swallow a gel capsule at a specified time on Sunday. X-rays will then be performed on the following Monday, Wednesday and Friday at the same time the capsule was taken

Ultrasound

Procedures performed at all Imaging locations:

- Abdominal
- OB/GYN (need to know how many weeks pregnant)
- Vascular

Procedures performed at CIS-Summit only:

- Venous closure evaluation
- Venous closure procedure
- Breast ultrasound
 - * Need to know location of lump

Procedures performed at GMH only:

- Neonatal heads
 - Infant hips or spine
 - Renal artery
 - Mesenteric artery
 - Venous mapping studies
 - Prostate
 - TIPS procedure
-
- Exam time: 45 minutes

Mammography

Screening Mammograms:

- Performed at all Imaging locations. (except The Diagnostic Center)
- Medicare patients must be one full year apart
- Inform the scheduler if patient has implants
- Exam time 15 minutes

Diagnostic Mammograms:

- Performed only at the Women's Imaging Center-Summit.
- A written physician order is required
- Provide "clock" position of area of concern
- Inform scheduler if patient has implants
- Indicate if ultrasound is needed
- Exam time is 30 minutes to 1 ½ hours

Diagnostic Breast MRI Imaging

Call 704-671-7729 to schedule

Breast Biopsies:

- Performed at the Women's Imaging Center Summit and GMH

Stereotactic Biopsies:

- Performed at GMH

Ultrasound Guided Breast Biopsies:

- Performed at the Women's Imaging Center Summit and GMH

MRI Guided Biopsies

- Performed at CIS-Summit

Digital Mammography

Digital Bone Density Study

- Performed at CIS-Summit only 8 am-5 pm, Monday-Thursday
- No contrast one week prior to study.
- Weight limit 350 lbs
- Bone density forearm should be ordered for patients over 275 lbs
- Exam time 30 minutes

Nuclear Medicine

- Performed at GMH 6:30 am-8 pm Monday-Friday.
- Weight limit 400 lbs

Biliary Kinevac or Biliary EF:

- Must have recent ultrasound with report of no gallstones.
Prep:
 - Nothing by mouth 4-hours prior to test (includes gum, mints, etc.)
 - No pain medication 4-hours prior to test
 - No Oxycotin for 24 hours prior to test
 - Exam time 1.5-2 hours

Bone scan:

- Patient should bring previous X-rays to appointment.
- Patient will receive injection and return in 3 hours for scan
- Patient will have to stay for 1 hour upon returning for scan

Gastric Emptying:

- Nothing by mouth after midnight
- No tobacco products after midnight
- Inform scheduler if patient is allergic to eggs
- Exam time 3 to 3.5 hours

Lung Scan (V/Q):

- Must have chest X-ray within 24-hours of scan
- Exam time 45 minutes

Lung Scan quantitative

- Exam time 45 minutes

Lasis Renal

- Exam time 1 hour

Thyroid Scan:

Prep:

- Off thyroid medication (the type of medication determines length of time)
- No IV contrast 4-6 weeks prior to scan.
- Nothing by mouth for 2 hours prior to test
- Exam time 1 hour

Thyroid Uptake and Scan:

Prep:

- Off thyroid medication (type medication determines length of time)
- No IV contrast 4-6 weeks prior to scan
- Nothing by mouth for 2 hours prior to test
- Exam time 15 minutes day one; one hour day two

Cardiac Scan:

All nuclear medicine cardiac procedures, Myoview or nuclear cardiac stress (Adenosine, Persantine, or Dobutamine) must be scheduled through Cardiopulmonary at GMH (704-834-2161)

PET

- Performed only at CIS-Summit, 8 am-5 pm, Monday-Friday
- Weight limit 450 lbs
- Prep will be discussed at time of scheduling.
- To schedule, call 704-671-7742
- Patient should plan on 3 hours for prep and exam

CT:

- Performed at all imaging centers, 8:30 am-5 pm, Monday-Friday (GMH is 24/7).
- Weight limit 450 lbs.

Inform scheduler of the following:

- History of renal failure
- Renal tumor or tumor transplant
- History of myeloma or other paraproteinemia
- If recent serum creatinine, send results
- If patient is diabetic
- Patient allergies including previous reaction to contrast
- Patient weight

CTA:

- Performed at GMH and Belmont
- Cardiac scans and CT guided biopsies performed at GMH
- Exam time 30 minutes to 1 hour
- Calcium Scoring Cardiac Scan performed at GMH

MRI

Due to the strength of the MRI magnet, it is extremely important for patient safety purposes that we get accurate information before performing an MRI.

- MRI is body part specific.
 - Specify the exact area to be scanned.

Prior to scheduling an MRI, inform the scheduler of the following:

- Previous surgery to area
- History of cancer
- Metal in body
- If patient is claustrophobic
- If the patient has worked around metal (welder, machine shop). The patient must arrive 30 minutes prior to appointment for x-ray (no charge).
- Pacemaker-patients with pacemaker cannot have an MRI
- Patients must bring any previous films or scans from any non CaroMont Health facilities.
- If patient requires sedation, referring physician should order prescription
- Patient should bring driver
- Table weight limits
 - Belmont (Open MRI), GMH, CaroMont Imaging Services–Summit: 440 lbs
 - Diagnostic Center: 300 lbs

Special Procedures

- To schedule at GMH, call centralized scheduling at 704-834-2941, option 2
- To schedule at CIS-Summit, call 704-671-7747

Inform scheduler if:

- Patient is on blood thinner or allergic to contrast

Myelograms:

- NPO after midnight
- Inform scheduler of any allergies including any reaction to contrast
- Must know if patient takes Wellbutrin, Phenegran, Coumadin, Plavix or Aspirin
- Patient should bring any films from non-CaroMont Health facilities
- Exam time 1-3 hours

Fistulagram:

- Inform scheduler where the shunt is located
- Inform scheduler of any allergies including any feaction to contrast
- Sedation is required
- Patient should bring driver
- Exam time 1-1 ½ hours

PICC Line:

- No prep
- Placement takes about 1 hour

Perm Cath Placement:

- Patient should bring driver
- Placement takes about 30 minutes

Perm Cath Exchange or Removal:

- Placement takes about 30 minutes

Discogram:

Inform scheduler of the following:

- If patient takes blood thinning medication (aspirin or coumadin)
- If patient has allergies
- Patient should bring any films from any non CaroMont Health facilities

Angiography:

- GMH only
- Patient will be given an appointment for a pre-op visit prior to procedure

Nephrostomy:

- GMH only

Vertebroplasty:

- GMH only

Venous Closure:

- Evaluations and procedures performed at CIS-Summit
- To schedule, call 704-671-7765
- The venous evaluation takes approximately one hour including discussion of results
- The venous closure (radio frequency ablation) procedure takes 3-4 hours
- Patient must bring driver for closure procedure