

Banner Imaging ordering/scheduling guide for research

The following study specific details are required for the **Cerner order** and the **follow up phone call** to the appropriate scheduling team (see teams on page 3). **These steps should be followed for all studies** but especially those with special Imaging requirements.

This is intended to be a helpful guide. Study specific imaging needs may need to be further detailed on a case-by-case basis. Imaging/Scheduling will advise.

Note: special research scans are ONLY scheduled M-F 07:00-16:00 regardless of campus

The Cerner order needs to include the following (for all Research studies) if applicable:

- “Research” and Specific Department
- IRB Number
- All names, acronyms, protocol numbers study is known by
- Specific Diagnosis (example “Neuroblastoma”, not just “Cancer”)
- Contact information for a study team member in case of questions/issues (email and phone number)
- Who will be billed (Pt insurance or Sponsor)
- Specific Campus, if applicable
- Specific Scanner(s), if applicable
- Special Imaging Protocol required/or Banner standard of care (SOC) protocol and specific Imaging Protocol Name on Scanner
 - **This is very important, so the Tech is aware that a new build has occurred for that study.**
- Any special notes to the Radiologist to assist with the read (RECIST 1.1, irRECIST, Cheson, RANO, special measurements, baseline vs follow-up), Pro-Read required or No Pro-Read required.
- Anything else special or specific to the study if applicable (Special Technologist, etc.)
- **Note if patient must be scanned on the same scanner that was previously used.** The study team must point out this detail otherwise the Schedulers will only look for the first opening regardless of scanner.

See below for screenshot examples

Screenshot Examples

Original order entered and electronically signed by Jonasson, Kirstin on [REDACTED]
Verbal w/Readback order by STEA MD, BALDASSARRE D
Medical Imaging Department

MRI Brain w/ + w/o Contrast

Additional Info **Comments** Details History Results Compliance History

Order Comment

Order Comment

[REDACTED] [REDACTED] PDT Jonasson, Kirstin

Glioblastoma.
RESTORE Brain Protocol. NORTH CAMPUS ONLY, SCANNER #2 ONLY.
FUP, pls compare to prior scans.
Bill insurance. Contact: Margaret Ramirez CRC, 520-626-[REDACTED]
Order Creatinine Clearance for patient upon arrival in Radiology if current results not available

Original order entered and electronically signed by Jonasson, Kirstin on [REDACTED]
Verbal w/Readback order by STEA MD, BALDASSARRE D
Medical Imaging Department

MRI Brain w/ + w/o Contrast

Additional Info Comments **Details** History Results Compliance History

Details

Requested Start Date/Time	*Est. [REDACTED]
Priority	Routine
Transport Mode	Walk
Reason For Exam	Research. RESTORE Brain Protocol. Glioblastoma. FUP

Reason for Exam: Research, Study, Disease, Baseline or Follow-up, lesions to be tracked

Scheduling Teams

1. **Main Radiology Scheduling (CT, ultrasound, x-ray):**
520-694-4034
2. **MRI Protocols/Scheduling Team (for ALL Research MRI scans SOC or Special):**
520-694-5179
3. **Nuclear Medicine Scheduling (Nuclear and PET scans):**
520-694-7410
4. **Interventional Radiology (IR) Scheduling:**
520-694-1104

Scheduling Instructions for all Radiology Teams

- The study team should contact the appropriate Radiology Scheduling Team (see above) soon after the Cerner order is placed for a study that has special imaging requirements. This will pre-empt the automated phone call to the patient. **The patient should not schedule or reschedule** research imaging scans. The patient cannot be expected to know the study specific special details.
- All order details from pages 1-2 above need to be shared with the Scheduler. Ask them to add the listed items to the **Schedule Book notes/comments** to ensure that it is handled correctly by the Imaging team.
- All the details listed above help the Techs, Schedulers, Billers, and Radiologists and can help eliminate errors, deviations, and repeat scans.