

How to Schedule Outpatient Radiology Testing for Your Patients

1. **Submit Order** (*skip this step if using PWS to schedule*)
 - Electronic: Submit order via practice EMR (e-fax to **231-935-3473**)
or
 - Fax order to **231-935-3473**

2. **Prior Authorization, if required by insurance, is required at the time of scheduling**
 - Please fax this with the order or write the authorization number on the order

3. **CTs Only: A GFR is required within 30 days prior to CT if patient meets ANY of the following risk factors:**
 - ≥60 years of age (60+)
 - Diabetes
 - Hypertension requiring medical therapy
 - History of renal disease including: dialysis, kidney transplant, single kidney, renal cancer, renal surgery

NOTE: For CT patients requiring a GFR, CT can NOT be scheduled until AFTER we have received the GFR results

4. **Schedule Exam**
 - Your office or patient calls **231-935-7200** to schedule exam
or
 - Office schedules exam using Physician Web Scheduler (PWS)

NOTE – Same Day Testing/Add-Ons: Fax order and prior authorization then call **231-935-7200** to get the arrival time for the patient.

Biopsies Only: Fax order, prior authorization, and office notes to **231-935-2862**. Then call **231-935-2861** to schedule.

Outpatient Radiology Scheduling Quick Reference Guide

TEST	PHONE	FAX	PWS
Biopsies	231-935-2861	231-935-2862	<i>Must call to schedule</i>
Bone Density	231-935-7200	231-935-3473	Available
CT	231-935-7200	231-935-3473	Most CTs available
Fluoroscopy	231-935-7200	231-935-3473	<i>Must call to schedule</i>
Mammogram – Screening	231-935-7200	231-935-3473	Available
Mammogram – Diagnostic	231-876-7783	231-876-6049	<i>Must call to schedule</i>
MRI	231-935-7200	231-935-3473	Limited MRIs available
Nuclear Medicine	231-935-7200	231-935-3473	<i>Must call to schedule</i>
PET Scan	231-935-7200	231-935-3473	<i>Must call to schedule</i>
Ultrasound	231-935-7200	231-935-3473	Most US available

Outpatient Radiology Scheduling Hours: Monday – Friday, 8 am – 5 pm