

Same Day Add-On Appointments

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Same Day Add-On Appointments

Use this guide to determine if an exam can be scheduled for the same day and whether approval is required.

- Do NOT schedule any same-day exam less than 30 minutes from the current time.
 - *Example: if the patient calls at 1:00 PM, the appointment must be scheduled at 1:30 PM or later.*
- For exams that require an order, the order must be present (in system or patient bringing).

What if You Can't Accommodate a Same-Day Request

- Transfer the patient to the Center if no same-day availability exists.

Reminders

- Always check availability first before seeking approval.
- Never schedule within 30 minutes of current time.
- Document approvals when required.
- When in doubt, call the Center directly rather than emailing.

Quick Reference by Exam Type

Exam Type	Same Day Add-On Allowed?	Approval Needed?	Notes
Screening Mammogram	Yes	Only in DC	As long as there is an open slot.
Diagnostic Mammogram/Callback	Yes	Yes - Call the center first	Always obtain center approval before adding same-day

DEXA/Bone Density	Yes	No	As long as there is an open slot
General Ultrasound (Sono)	Yes	No - Most exams	DVT rule for Bethesda (see below)
Extremity Doppler (Bethesda)	Yes (if DVT)	Yes - Call Center	New policy as of 7/27/23
CT (Any Type)	Yes	Yes - Call Center	Approval required for all same-day CT exams
CT w/ Contrast - Next Day	Next day exam are not allowed after 3 PM	Yes - Approval from CT Dept	<ul style="list-style-type: none"> • If CT dept not available, schedule 2 days out • If call is after 4 PM, email Leadership for coordination
Exam Requires Special Medical Review (Allergies, etc.)	Case-by-case	Yes - Call, do NOT email	Call Center directly for faster nurse coordination

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