

# Biopsy or MRI Order Contact List

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## Biopsy or MRI Contact Order List Codes, Description, Location Rules, Prep and Additional Rules

**Purpose:** When an order or request is received for an MRI, Needle Localization, and or Biopsy, please email the order to respective contact listed below. Include everyone on the list for the associated center.

### MRI CONTACTS ONLY:

WR Centers	MRI Distribution List
DC- K ST	DCMRI, Arlene Gomez
Chevy Chase, MD	MRI Chevy Chase, Latausha Brunson
Potomac, MD	MRI Park Potomac
Fairfax, VA	Fairfax MRI

### BIOPSY CONTACTS ONLY:

WR Centers	Biopsy Contact
DC- K ST	Ashlynn Allums, Danielle Holloman, Danielle Scott, Donna Batchelder
Chevy Chase, MD	Chevy Chase Biopsy
Potomac, MD	Kimberly Scott, Sapphire Laire
Bethesda, MD	Mariah Broussard
Fairfax, VA	Mary McCarthy, Natalie Rollins, Zoila Torres
Sterling, VA	<a href="mailto:sterlingbiopsy@washingtonradiology.com">sterlingbiopsy@washingtonradiology.com</a>
Germantown, MD	Kimberly Scott

- Email Format:
  - TO: Everyone Listed for Center Requested
  - CC: Supervisor
  - SUBJECT: "Biopsy Order" or "MRI Order" and [ENCRYPT] email
  - BODY INCLUDE:
    - Patient Name

- MRN (Jacket Number)
- Date of Birth
- Reason for the email
  - Example: Received order for MRI. Please call patient to schedule exam. Thank you!

#### AFTER SENDING EMAIL:

- Note where email was sent to

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