

CT Scheduling Tips & Cheat Sheet

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WITH CONTRAST:

- ALWAYS included IV (Iodine) Contrast.
- MAY OR MAY NOT include Oral (Barium) Contrast - this depends on the reason for the exam.
- If allergic to Iodine/Contrast, patient cannot be seen at WR for a with IV contrast exam. Refer the patient back to their referring physician. **Do not** continue to schedule.

WITHOUT CONTRAST:

- NO IV (Iodine) Contrast.
- MAY OR MAY NOT include Oral (Barium) Contrast - this depends on the reason for the exam.

WITH AND WITHOUT CONTRAST:

- Exam done first WITHOUT IV (Iodine) Contrast
- Then exam done WITH IV (Iodine) Contrast
- MAY OR MAY NOT include Oral (Barium) Contrast - this depends on the reason for the exam

ALWAYS document allergies when scheduling CT Exams!

- Document on the Questionnaire (when available)
- Document on the Patient Allergy Information (found on the Visit Info tab)
- If patient has allergies to food, medications, or bee stings, allow at least **3 business days** before scheduling.

PRE-AUTHORIZATION REQUIRED FOR:

- CT's, Fluoroscopies and MRI's
- Check "[Pre-Authorization Requirements by Insurance](#)" job aid to determine if Pre-Authorization is needed.
- If it is needed, SCHEDULE A MINIMUM OF 5 BUSINESS DAYS OUT!
 - On Monday - schedule no sooner than the *following* Tuesday
 - On Tuesday - schedule no sooner than the *following* Wednesday
 - On Wednesday - schedule no sooner than the *following* Thursday
 - On Thursday - schedule no sooner than the *following* Friday
 - On Friday - allow **one full week** before scheduling

STAT Request/Same-Day Add-On/Next-Day Add-On:

- **Center Approval Needed** before scheduling a Same Day CT appointment! No exceptions.
- **Next-Day Add-On:** No **CT CONTRAST** appointments are to be added **AFTER 3PM** for the NEXT DAY UNLESS APPROVED BY CT DEPARTMENT.
 - If the CT department has left for the day or is unable to be contacted, **ANY CT WITH CONTRAST** appointment should be scheduled for a **minimum of 2 days out**.
- If a doctors office is calling after 4PM to urgently add on a CT WITH CONTRAST patient for the next day, an email must be sent to Leadership for the nurses and the CT techs.
- Check for allergies to food, medications and beestings (consult with nurse).
- Check need for Pre-Authorization - if needed, contact Pre-Auth before scheduling.

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