



New Employee Hotline & Fax line for Scheduling

Employees seeking services here at Grady now have a separate line for scheduling appointments and fax number for submitting orders. There is no waiting period for employees and their dependents to schedule Radiology appointments using this new fax number. These lines will be manned Monday through Friday from 8 a.m. to 4:30 p.m. for priority scheduling. Please see the tips below and attached forms

Tips for Scheduling Employee and Employee Dependent Appointments at Grady

- First, you must obtain a valid order from your physician for Radiology or Lab procedures, or a referral for Specialty clinic visits. Blank order forms for radiology procedures, mammograms and specialty clinic referrals can be obtained via fax from the scheduling department, or printed from GradyNET, and our web site. Primary Care appointments do not require a referral.
- Orders and Referrals must include the following:
 - Ordering physician's name
 - Ordering physician's telephone #
 - Ordering physician's fax #
 - Ordering physician's NPI#
 - Ordering physician's tax ID
 - Patient's name
 - Patient's address
 - Patient's telephone #
 - Patients Insurance type: HMO or PPO
 - Procedure requested
 - Clinical history or reason for procedure
 - Indicate "GMH employee or GMH dependent" on order

***Authorization #: The ordering physician's office MUST obtain authorization from the insurer if an authorization is require for the procedure. The authorization # must be included on the order. For Blue Cross Blue Shield precertification, call: 1-800-662-9023**

- Orders should be faxed to the Scheduling and Referrals department at **(404) 616-5700**. We must receive the order PRIOR to scheduling the appointment. **There is no wait to schedule employee orders faxed to this number.**
- **Employees must call** the Scheduling and Referrals department at **(404) 616-2500**, Monday through Friday from 8 a.m. to 4:30 p.m., to schedule their appointment. **The best time to call is on Thursdays and Fridays.**
- Radiology results will be faxed to your referring physician within 48 hours.
- **NOTE:** Any procedures with contrast or dye require a creatinine level lab test within 30 days of the actual radiology procedure.
- **NOTE:** Radiology orders can be used for up to six months after the date they are written. After that point, a new order must be obtained.
- **Lab tests do not require a scheduled appointment.**
- **Patients age 18 and under should obtain an order and contact CHOA, Hughes Spaulding Radiology Dept. at (404) 785-9988 for X-rays, fluoroscopy and ultrasounds. MRIs and CTs with no sedation are performed here at Grady.**