

MANAGING RADIOLOGY PATIENT RESEARCH VISITS

TIP SHEET

This Tip Sheet provides an overview of the processes approved for scheduling research visits for studies that require Radiology services. This information is supplementary to the detailed instructions provided in the “*Managing Patient Research Visits*” Tip Sheet.

Please note that any additional processes agreed upon with the Radiology Department regarding services for your study should be adhered to when scheduling and having participants complete their visit.

A. Scheduling Radiology Services:

1. Patient Enrollment.

Patient enrollment is defined as associating the patient’s medical record with a research study.

Normally, patient enrollment occurs after consent is obtained and prior to scheduling a study visit. See the “*Maintaining Patient Enrollment Information*” for detailed instructions.

2. Appointment Requests.

Appointments for radiology services are requested by submitting the “*Research Patient Pre-Registration Form – Radiology Services*” (*Radiology Pre-Reg form*) to the Radiology Scheduling Team (see directions on the form). **Please note:**

- a. Appointments for radiology services **cannot** be requested through Central Scheduling Research (csresearch@gmh.edu).
- b. Available days and times for radiology appointments may vary based on the type of procedure/service; patient volume in that unit; or the availability of the machine required for the procedure. For example, Coronary Artery Calcium CT Scans are presently scheduled for M-TH at 9, 10 or 11 am; and it is recommended that MRIs be scheduled before noon to avoid patients being tired or agitated.
Research teams are urged to inquire about possible appointment limitations during their operationalization meetings.
- c. Appointment requests for an MRI or CT scan require that the appropriate questionnaire be completed by the research team on behalf of the participant (see page 2 of the *Radiology Pre-Reg form*).

B. Appointment Notification.

1. The PI/designee is responsible for providing appointment information to the research patient and facilitating their visit.
2. Email MRI appointment confirmations to Davian Strozier (dstrozier@GMH.EDU) to facilitate research specific preparations. Based on study operationalization, the research team may be required to provide notification other Radiology units.
3. Email all other radiology appointment confirmations to Leslie Letters (liletters@gmh.edu) to facilitate research specific preparations. Based on study operationalization, the research team may be required to provide notification to other Radiology units.

Note: Orders placed for research procedures/services should be identified with the ICD10 diagnosis code Z00.6, that denotes research participation. Please note that the clinical diagnosis codes can/should also be indicated.