

## MRI Service Center/Center for Advanced Magnetic Resonance Imaging and Spectroscopy (CAMRIS)

### Determining the ordering pathway for an MRI procedure

#### Tip Sheet

NEW and FUTURE

#### **Category 1: Electronic Medical Record (EMR) and HUP scanners**

All MRI and US, scans that (i) are conducted as part of a clinical trial, (ii) require a clinical read, and/or (iii) require the use of Gadolinium, require an order signed by a licensed provider and must be scheduled through Radiant (the Radiology system) by calling 215-662-3000. Results will be placed in the subjects EMR. The standard IRB approved consent language is to be used.

Procedures

Continue operating within the PennChart system. Follow the procedures set forth by OCR and Radiology.

#### **Scheduling a CAMRIS MRI scan within PennChart (dated: 9/3/15)**

1. Block slot on the CFN calendar with username and password for specific protocol (provided by Margaret Ryan upon CAMRIS approval to appropriate study contacts)  
<https://cfn.upenn.edu/calendar/>
  - a. Note: Must use pennkey username and password to access CFN calendar
2. Place orders into PennChart (EPIC) and 'pend' them to the appropriate person & have the order signed (be sure to write down Order #)
3. Call 215-662-3000 and ask Schedistrar to ensure order # \_\_\_\_\_ is scheduled in Radiology system—also, have 'Smart Set' info ready to verbally tell the Scheduler on the phone so they place the order correctly into the Radiology system (see below for Smart Set questions).
4. Check in at Radiology Ground Dulles with the 'Schedgistrars' up front to ensure they're 'arrived' your subject in the EPIC system and fill out the MRI Screening form on the tablet provided in the registration area. Once complete, escort subject to scanner.
5. CRC or 'escort' must log in with their pennkey at the scanner to initiate the scan
6. CRC or 'escort' must be present to sign out of the scan in PBR to properly 'end' the scan; otherwise a billing error can occur.

Smart Set (please know this info up from t prior to calling 215-662-3000:

- Billing code (RBN)
- Exam type/code (MRI of the head, body, right/left side, etc. with or without contrast)
- **Billing modifier: always “RES”! this ensures the scan is marked as ‘research’ so no bill goes to subject**
- Resource code (scanner)
- Are you getting a report? Yes or No
- If applicable, state who the Radiologist is that will be reading the images—if there is a specific radiologist on the study designated to handle reporting, be sure to mention his/her name
- Service center (CAMRIS)
- CRC Contact Information
- Requested date and time

### **Category 2: HUP scanner and not EMR**

MRI Scans conducted solely for research purposes that do not require a clinical read or storage of images on the Radiology PACs system, can be ordered and scheduled outside of EPIC by a member of the research team. No information about the scan will be entered in EPIC. In this situation scheduling occurs as described below.

#### **Procedures**

- Informed Consent must include the following clause in place of the EMR language:

“The MRI performed under this protocol is not for medical purposes and the images are not planned to be interpreted by a physician”
- Receive CAMRIS approval
- Research subjects
  - Schedule time on the CFN calendar
  - Arrive at the dedicated scanner and have the research subject complete the MRI screening form
  - Follow the procedures previously noted for billing

### **Category 3: Stellar-Chance scanner(s) and not EMR**

This category pertains to protocols that qualify to be performed on the scanner(s) located in the Stellar-Chance facility. MRI Scans conducted solely for research purposes that do not require a clinical read or storage of images on the Radiology PACs system, can be ordered and scheduled outside of EPIC by a member of the research team. No information about the scan will be entered in EPIC. In this situation scheduling occurs as described below.

- Informed Consent must include the following clause in place of the EMR language:

“The MRI performed under this protocol is not for medical purposes and the images are not planned to be interpreted by a physician”

- Receive CAMRIS approval
- Research subjects
  - Schedule time on the CFN calendar
  - Arrive at the dedicated scanner and have the research subject complete the MRI screening form
  - Follow the procedures previously noted for billing