

*Any prior outside studies (imaging and/or reports) pertaining to appointment, please advise patient to bring at the time of study for comparison. Please document outside facility name, location and date of study*

**Pediatric patients (18 years and under) are not performed in the Brick Women's Center.**

**Mays Landing ONLY: NO MALE PATIENTS**

**US Neonatal Studies: DO NOT SCHEDULE AFTER 3:30pm or WEEKENDS**

**EXAMS AMI DOES NOT PERFORM:**

- OB Detailed Anatomy scan or Level 2 scan (CPT 76811)
- Automated Breast Volume Scan (ABVS), Automated Breast US (ABUS) or 3D/4D Breast US
- TRANSESOPHAGEAL ECHO OR TEE
- PENIS OR PENILE DOPPLER OR DUPLEX
- Carotids for CIMT or Carotid Intima-Media Thickness
- US TEMPORAL ARTERY
- Transcranial Doppler or TCD
- PVR or ABI with Stress or Treadmill Exercise
- US Radial and/or Ulnar Arterial (Mapping) for Harvest or Bypass

**PERFORM AT JV INSPIRA SITES ONLY: OB TWINS GREATER THAN 14 WKS (ONLY PERFORMED IN JV INSPIRA SITES except Deptford, Chestnut & Bridgeton)**

**US Abdomen/Pelvis:**

**Abdomen Complete & Limited with or without Doppler:**

**Aorta/AAA/Gallbladder/Liver/RUQ/LUQ:**

- **Nothing to eat or drink prior to the exam. The number of hours depends on the age. The times are as follows:**
  - Infants: 2-3 hours prior to exam
  - 1 to 4 years old: 3-4 hours prior to exam
  - 5 to 10 years old: 5-6 hours prior to exam
  - 11 years old and older: 8 hours prior to exam
- NO SMOKING OR GUM CHEWING on the day of exam
- Patients may take medications with a small sip of water.

**Abdomen w/Elastography**

- **Nothing to eat or drink prior to the exam. The number of hours depends on the age. The times are as follows:**
  - Infants: 2-3 hours prior to exam
  - 1 to 4 years old: 3-4 hours prior to exam
  - 5 to 10 years old: 5-6 hours prior to exam
  - 11 years old and older: 8 hours prior to exam
- NO SMOKING OR GUM CHEWING on the day of exam
- **Elastography are done in Mullica Hill, Tomlin, Sicklerville and BHP ONLY in the morning via Template Scheduling**

**Abdomen Complete & Pelvis Limited Non-OB (Bladder):**

- Nothing to eat prior to exam and the number of hours depends on the age. The times are as follows:
  - Infants: 2-3 hours prior to exam
  - 1 to 4 years old: 3-4 hours prior to exam
  - 5 to 10 years old: 5-6 hours prior to exam
  - 11 years old and older: 8 hours prior to exam
- Please urinate prior to the start of Bladder prep.
- Must have a full bladder, prior to exam.
  - Infants to 2 years old: Give as much water 1 hour prior to the exam:
  - 3-5 years old- Drink 8oz of water & finish 30 minutes prior to exam time. DO NOT VOID.
  - 6-10 years old- Drink 16oz of water & finish 30 minutes prior to exam time. DO NOT VOID.
  - 11- 17 years old- Drink 24oz of water & finish 30 minutes prior to exam time. DO NOT VOID
  - 18 years old and over- Drink 32 oz of water & finish 45 minutes prior to exam time. DO NOT VOID
  - Male patients over 18y/o- 32 oz of water & finish 45 minutes prior to exam. DO NOT VOID.
- Patients may take medication.
- **Contraindications: Bladder removed or on Dialysis, NO Bladder prep needed.**
- **Patient with Foley Catheter, advise patient to check with referrer if foley can be clamped before making appointment. If allowed clamping, patient to finish drinking water and Foley clamp 30 minutes prior to exam time.**

**Abdomen Retro Complete:****Abdomen Retro Limited (Kidneys Only):****Kidney/Bladder:****Urinary Bladder****Pelvis Limited Non-OB (Bladder)****Male Pelvis:**

- Please urinate prior to starting prep.
- Must have a full bladder, prior to exam.
  - 2-6 years old- 8oz of water, finish 30 minutes prior to exam. DO NOT VOID.
  - 6-12 years old- 16oz of water, finish 30 minutes prior to exam. DO NOT VOID.
  - 12- 18 years old- 24oz of water, finish 30 minutes prior to exam. DO NOT VOID.
  - 18 years old and over- 32 oz of water, finish 45 minutes prior to exam. DO NOT VOID.
  - Male patients over 18y/o- 32 oz of water & finish 45 minutes prior to exam. DO NOT VOID.
- Patients may take medication.
- **Contraindications: Bladder removed or on Dialysis, NO Bladder prep needed.**
- **Patient with Foley Catheter, advise patient to check with referrer if Foley can be clamped before making appointment. If allowed clamping, patient to finish drinking water and Foley clamp 30 minutes prior to exam time.**

\*\*\*Patients from Drs: Daniel Burzon, John R Chapman, Pierre Mendoza or Mina Fam are to be scheduled as US Abdomen Retro (Kidneys Only) and NO Bladder prep. If the script states or includes Bladder, patient is to be prepped.

\*\*\* Patients from Drs. Michael Howard, Robyn Leitner, James Rotolo & Mark Perlmutter are to be scheduled as a US Abdomen Retro (Kidneys Only) and NO Bladder prep. If script states or includes Bladder patient is to be prepped.

\*\*\* Patients from Jersey Coast Nephrology, Drs: Albanese, Bruno, Kapoor, Weiner, Anatharaman or Jain are to be scheduled as US Abdomen Retro (Kidneys Only) and NO Bladder prep. If script states or includes Bladder, patient is to be prepped

\*\*\* Patients from Dr. Andrew Simon, if the script states with bladder, patient is to be prepped.

**\*\*\* Patients from Dr. Betsy Greenleaf, if the script states with bladder, patient is to be prepped.**

**\*\*\* Patients from Braga, Kimmell, Pagnani or Urologic Associates are to be scheduled as US Abdomen Retro (Kidneys Only) and NO Bladder prep. If script states or includes Bladder, patient is to be prepped.**

**Renal Artery with Doppler or Duplex for Stenosis:**

- Evening prior- dinner should be light and consist of clear liquids only (jello, broth, tea) No Dairy.
- Nothing to eat or drink for 8 hours prior to exam. NO SMOKING OR GUM CHEWING.
- Schedule in the following locations:
  - Brick Rm 1- Greg, via template scheduling
  - BHP 1- John, via template scheduling
  - Vineland Chestnut Rm 2- Shailesh; check US schedule
  - Vineland Sherman- Shannon; except Wednesday
  - CMCH Rm 2- Neal via template scheduling
  - Template scheduling for JV Inspira sites
- Scheduling in other offices: email uschieftechs@aminj.com
- Medication can be taken with a small sip of water.

**Renal Transplant with OR without Doppler:**

- Evening prior- no fatty or fried and dairy products. Dinner should be light when possible.
- Day of exam- nothing to eat 6-8 hrs. prior. NO SMOKING OR GUM CHEWING.
- Must have full bladder prior to exam: Please urinate prior to starting prep
  - 2-6 years old- 8oz of water & finish 30 minutes prior to exam time, DO NOT VOID.
  - 6-12 years old- 16oz of water & finish 30 minutes prior to exam time, DO NOT VOID.
  - 12- 18 years old- 24oz of water & finish 30 minutes prior to exam time, DO NOT VOID
  - 18 years old and over- 32 oz of water & finish 45 minutes prior to exam time, DO NOT VOID.
  - Male patients over 18y/o- 32 oz of water & finish 45 minutes prior to exam. DO NOT VOID.
- Medication can be taken with a small sip of water.

**Interactions for Abdominal related exams:**

- **Schedule 1 day after US Abdomen: CT Abdomen, CT Abdomen & Pelvis**
- **Schedule 7 days after US Abdomen or US Abdomen Renal/Kidney/Bladder: CT exams with oral/IV contrast or other Fluoro exams**
- **Schedule US Abdomen or US Abdomen Renal/Kidney/Bladder first if scheduling with: Fluoro**

**Pelvis Non-OB: Please urinate prior to start of prep**

**Pelvis with Transvaginal**

- Empty bladder before start of prep then start prep
  - Less than 2 years old: no prep
  - 2-6 years old- 8oz of water & finish 30 minutes prior to exam, DO NOT VOID.
  - 6-12 years old- 16oz of water & finish 30 minutes prior to exam, DO NOT VOID.
  - 12- 18 years old- 24oz of water & finish 30 minutes prior to exam, DO NOT VOID
  - Over 18 years old- 32 oz of water & finish 45 minutes prior to exam, DO NOT VOID.
- Medication can be taken.

**Pelvis OB: Please urinate prior to start of prep**

- **\*\*\*SITES THAT PERFORM OB TWINS GREATER THAN 14 WKS \*\*\* SINGLE OR TWINS PREGNANCY**
  - **Delsea, Mullica Hill, Sicklerville, Vineland Womens Center and Woolwich**
- Drink 32oz of water & finish 45 minutes prior to exam. DO NOT VOID.

- If over 35 weeks, no prep.
- Any prior outside studies, please advise patients to have prior imaging and/or reports at time of study for comparison. Reports can be faxed to AML. Please document outside facility, location and date of study.
- **We do not perform OB Level 2 or OB Detailed Anatomy (CPT 76811). This is done at Maternal Fetal Medicine (MFM).**

**Follicle or Follicular Study for Infertility: usually performed transvaginally**

- No prep

**Prostate US:**

- Script must state imaging approach, Transabdominal or Transrectal. If not stated, contact referrer for clarification.
  - US Prostate Transabdominal:
    - Schedule as US Male Pelvis & give bladder prep.
  - US Prostate Transrectal:
    - **Diagnosis: prostate size/volume, enlarged prostate or hyperplasia, blood in sperm (hematospermia) or for Urolift procedure.**
    - Prep: Patient is required to administer a Fleet's Enema 90 minutes prior to their exam.
    - The exam is performed by John in BHP Rm 1 via TEMPLATE

**US MSK and MSK Procedures**

- **Schedule with these MSK radiologist on-site ONLY- For AMI Levi, H Patel, Vu, Austin, Saad, Cerniglia, and Kramer. For JV Inspira, Bhagat**
- **DO NOT SCHEDULE AFTER 3:30pm.**
- **COORDINATE WITH XRAY/FLUORO SCHEDULE**
- **To schedule email [mskscheduling@aminj.com](mailto:mskscheduling@aminj.com)**
- **Exam Limitations per day:**
  - **Maximum exams per day:**
    - **Levi, Vu, Austin, Saad, Cerniglia and Mizrahi: Five (5) total MSK Exams/Procedures under US and/or Fluoro**
    - **H. Patel: Five (5) total exams, MSK exams/procedures under US and/or Fluoro AND Neonatal.**
  - **Only one (1) US MSK patient for RA or Rheumatoid Arthritis to be scheduled per day.**
- **US Rooms to be scheduled in:**
  - **Somers Point Rm 3**
  - **Wall Rm 2 (Wednesdays)**
  - **Toms River 37W Rm 1**
  - **Vineland Rm 3**
  - **Manahawkin Rm 1**
  - **Galloway Rm 2**
  - **Tomlin Rm 1 (Mondays & Fridays)**
  - **Delsea Rm 1(Tuesdays & Thursdays)**
- Email scheduling: [msk@atlanticmedicalimaging.com](mailto:msk@atlanticmedicalimaging.com)
- DX includes but is not limited to:
  - Dynamic US for muscles, tendon or ligaments
  - Foot or ankle for pain (*excludes diagnosis of neuroma, plantar fasciitis/fibroma or achilles*)
  - Joint fluid- knee or hip
  - Muscle tear/strain
  - Tendonitis/Tendinosis

- Rotator cuff tear
- Shoulder calcification
- Rheumatoid Arthritis (RA)
- INTERMEDIATE MSK Exams: Schedule 8a-4p Monday-Friday
  - MSK exams with the following diagnosis ONLY can be scheduled without an MSK rad onsite:
    - Neuroma
    - Plantar Fascia
    - Achilles Tendon
    - Ganglion cyst
  - Locations:
    - Galloway
    - Manahawkin
    - Somers Point
    - Toms River 37
    - Vineland
    - Wall
  - Please refer to 11 OP Guide US Tech Procedure List for sonographers who can perform Intermediate MSK independently.

### **US SOFT TISSUE EXTREMITIES AND TRUNK**

#### **Soft Tissue: Lump/Palpable**

- **ADULTS**
- Body parts:
  - Abdominal Wall
  - Chest- NOT Breast related issues ONLY (DO NOT SCHEDULE IN BRICK 455 or Mays Landing)
  - Extremities (Arms or Legs)
  - Upper Back
  - Lower Back/Flank
  - Buttock

#### **US Others:**

#### **Carotid:**

- No prep

#### **Echo:**

- Not performed on patients 13 years old or younger.
- **If the script states Transesophageal Echo or TEE, we do not perform. Advise patient to discuss further with referrer.**

#### **Scrotal:**

- No prep

#### **Thyroid/Neck:**

- **Interaction: schedule US first before Nuclear Medicine injection.**
- No prep.
- Any prior outside imaging and/or biopsies and reports, please advise patients to have them at the time of study for comparison. Please document outside facility, location and date of study.
- No necklace.
- If scheduling in Brick 455- schedule as US Thyroid Post Op if:
  - The patient has or had thyroid cancer.

- US Neck or Soft tissue Head/Neck schedule if:
  - Lump or palpable area
  - Soft tissue neck mass
  - Post thyroid surgery

### **US Vascular:**

#### **Venous Doppler/Duplex:**

- Refer to **DVT Scheduling Guidelines** for instructions on scheduling when ordered STAT/Urgent Care vs ROUTINE.
- If scheduling both Venous & PVR studies, schedule US Venous first

#### **Venous Insufficiency or Reflux:**

- This is the order when the diagnosis or reason for exam is varicose veins or reflux study.
- JV locations: Schedule through Template Scheduling as US Venous Insufficiency
  - Sicklerville
  - Mullica Hill, Tomlin
  - Woolwich
  - Delsea
  - Deptford

#### **PVR/ABI:**

- Locations: CMCH 2, BHP 3, Gall 3, BWC 3, TR37 3, Vine Sherman, Mullica Hill-Tomlin 2 and Delsea 2.
- If scheduling both Venous & PVR studies, schedule US Venous first
- Schedule if DX or RX states:
  - Segmental Pressures
  - PVR
  - ABI- Ankle Brachial Index
  - Toe pressure or TBI
  - Arterial Doppler
  - PVR or ABI with exercise

#### **Arterial Duplex Upper or Lower Extremities:**

- If script states Arterial Duplex or CPT 93925 (Bilateral Extremities) or 93926 (One Extremity), schedule via Template Scheduling
- JV Locations: Sicklerville, Mullica, Vineland Women's Ctr, Woolwich and Delsea.
- If script states Arterial Duplex Upper Extremity with palmar arch or radial artery mapping for harvest coronary bypass, we no longer offer at AML.

#### **Mesenteric Artery Duplex:**

- Email Cherry (csanchez@aminj.com) to schedule.
- Evening prior- no fatty or fried and dairy products. Dinner should be light when possible.
- Nothing to eat 8 hours prior to exam and NO SMOKING OR GUM CHEWING.
- Medications can be taken with a small sip of water.

## **US NEONATAL EXAMS:**

**DO NO SCHEDULE AFTER 3:30pm or WEEKENDS**

**TO SCHEDULE EMAIL US Neonatal Studies: msksscheduling@aminj.com**

### **Neonatal Brains: Age for optimal US imaging as per radiologist is 0-12 months**

- Only schedule in these US rooms and appropriate staff on-site:
  - John- BHP Rm 1
  - Shailesh- Vineland Rm 2
  - Dr. Hiren Patel- TR37W Rm 1
  - Dr. Hiren Patel- Wall Rm 2

### **Neonatal Hips: Age for optimal US imaging as per radiologist is 2 weeks to 6 months.**

- Only schedule in these US Rooms and appropriate staff on-site:
  - John- BHP Rm 1
  - Shailesh- Vineland Rm 2
  - Dr. Hiren Patel- TR37W Rm 1
  - Dr. Hiren Patel- Wall Rm 2
  - Nora- Manahawkin Rm 1

### **Neonatal Spine: Age for optimal US imaging as per radiologist is 0-3 months.**

- Only schedule in these US Rooms and appropriate staff on-site:
  - John- BHP Rm 1
  - Shailesh- Vineland Rm 2
  - Dr. Hiren Patel- TR37W Rm 1
  - Dr. Hiren Patel- Wall Rm 2

### **Pylorus Stenosis:**

- Withhold infants last feeding 2-4 hours prior to exam
- Parents must bring a filled bottle with them. (Any fluid)
- Only schedule in these US Rooms and appropriate staff on-site:
  - John- BHP Rm 1
  - Shailesh- Vineland Rm 2
  - Dr. Hiren Patel- TR37W Rm 1
  - Dr. Hiren Patel- Wall Rm 2

## **US PROCEDURES**

### **Hysterosonogram or Saline Infused Hysterosonogram:**

- For patients that still get their menstrual cycle:
  - Exam must be scheduled on the day 6 and day 13 of the patient's menstrual cycle.
  - Patients cannot have unprotected sex from the start of their menstrual cycle until after the exam.

### **Prostate Transrectal for Vesicoil Placement: US Implant Tissue Marker**

- Prep: Patient must administer a Fleet's Enema 90 minutes before their exam.
- Scheduled by Michelle DeGraw or Pat Smith in BHP.
- Ordered by Dr. Wurzer.
- The exam is performed by John or Cherry in BHP Only.

### **Thyroid Biopsy: Refer to below for scheduling**

Locations:

- Galloway: IR Coordinator Ext 3300 or 609-652-6094.
- Somers Point: Leslie Dabundo (Nurse)
- Vineland: Joann Jandras (Nurse)
- Brick 455 and TR37W: Llsa Tetto (Nurses)
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### **US Breast Screening (Global US) Guidelines and Procedure:**

**AMI DOES NOT perform Automated Breast Volume Scan (ABVS), Automated Breast US (ABUS) or 3D/4D Breast US**

- US Breast Screening will be performed in the following locations: **SCHEDULE VIA TEMPLATE SCHEDULING**
  - BWC Rm 1
  - Galloway Rm 2
  - Somers Point Rm 1 and Rm 2
  - BHP Rm 2 and Rm 4
  - Wall Rm 2
  - Hammonton Rm 1
  - Vineland Chestnut Rm 1
  - Bridgeton
  - CMCH RM 1
  - Manahawkin Rm 1
  - Inspira Vineland Women's Ctr Rm 1
- Scheduling:
  - **The patient's script must state SCREENING, GLOBAL US, and/or HIGH RISK**
    - **Patients MUST NOT HAVE any issues (pain, lumps, cysts, nipple discharge, etc).**
  - **Patients of screening mammogram age must have had a screening mammogram, with negative results, at least 1-2 weeks prior to US Breast Screening.**
  - All studies will be scheduled as US BREAST SCREENING. (CPT is 76641, this is a 45-minute\* time slot).
  - If the patient does not have insurance, the cost for this exam is \$170. (Paid in full at time of service)
  - Advise patients to bring any outside prior Breast imaging and reports to our office at least 1 week prior to appointment.
- Screening Questions/Criteria (will be asked at time of scheduling by the scheduler):
  - Have you had a screening mammogram in the last year at AMI? (YES)
  - Was your last screening mammogram normal? (YES)
  - Do you have dense breasts? (YES)
  - Is this a bilateral breast US? (YES)
  - Are you having any breast problems? (NO)
    - If the patient's responses meet the answers in RED, they meet the criteria for US Breast Screening.
- The US Tech will review each case to determine if the patient scheduled meets the criteria; if not, the US Tech will discuss with the OA.
- Registration:
  - Tracking numbers and referrals are needed for any insurance that is required.
  - Patient must have a script.

### **US DIAGNOSTIC BREAST**

- All Diagnostic Mammo and US Diagnostic Breast should be scheduled TOGETHER with the mammogram to be scheduled first.
- **EXCEPTIONS:**
  - US only follow-up recommendations listed on prior report (i.e., Mammo, Breast US or MRI prior report).



- Diagnostic Breast US on patients under 30y/o can be scheduled as US only.
- NEW issue after screening mammogram:
  - 1-6 months from screening mammo: US only
  - 7-12 months from screening mammo: Diagnostic mammo and US.
- Male patients: As per ACR
  - 25y/o and older: Bilateral mammo 1<sup>st</sup> then US.
  - 24y/o and younger: US only
- Advise patient that they must allow a minimum 1 ½ hours for a Diagnostic Mammo & US.