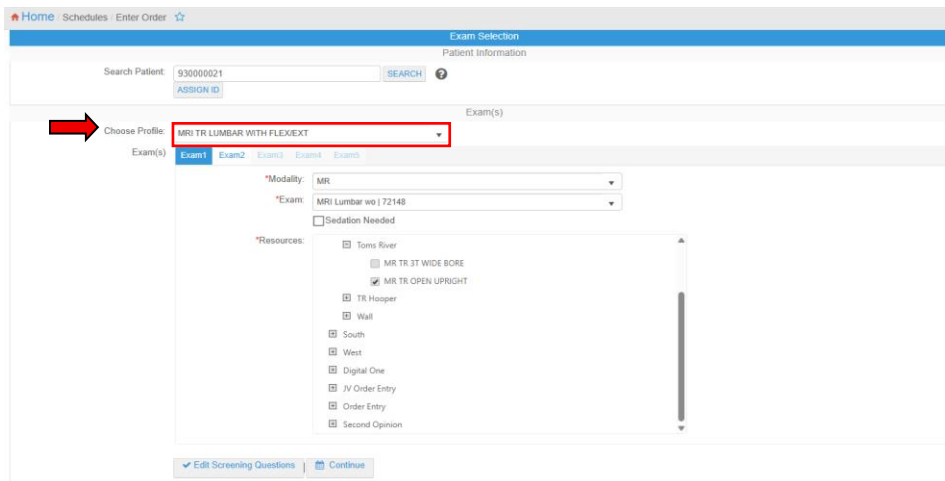


## MRI and Flexion/Extension Scheduling Guidelines

### 1. MRI Scheduling Requirements

- Spine MRIs ordered with flexion/extension can be scheduled together and can only be performed on the Upright units in Toms River and Northfield. Schedule using the FLEX/EXT default Profile. Search for the applicable exam in the “Choose Profile” drop down to schedule at either the Toms River or Northfield.

**Note: Separate workflow for AC Family Spine outlined in Section #2**



### 2. AC Family Spine Workflow

- Only the Flexion & Extension exams are to be scheduled on an Upright unit.
- The MRI is NOT to be scanned or scheduled on an Upright unit.
- Patients must have two separate appointments: the MRI first, and the Flex/Ext exam on an Upright unit within 2 weeks of the MRI.
- Please indicate in the MRI appointment when the flexion & extension is scheduled as these are read by Dr. Cummings upon completion of all exams.

### 3. Special Billing Flex & Ext (SP064)

- Assign the Special Billing code SP064 to the Flex & Extension exam order ONLY.
- The insurance covering the exam should remain as the insurance allocated to the MRI exam order(s).
- Do not update or replace the MRI insurance information when applying SP064.