

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 to be scheduled

US Neonatal Studies: DO NO SCHEDULE AFTER 3:30pm or WEEKENDS

EXAMS AMI DOES NOT PERFORM:

- **OB TWINS GREATER THAN 14 WKS**
- **Automated Breast Volume Scan (ABVS), Automated Breast US (ABUS) or 3D/4D Breast US**
- **ELASTOGRAPHY (TBD with Inspira)**
- **TRANSESOPHAGEAL ECHO OR TEE**
- **PENIS OR PENILE DOPPLER OR DUPLEX**
- **CIMT or Carotid Intima-Media Thickness**
- **US TEMPORAL ARTERY**

US Abdomen/Pelvis:

Abdomen Complete & Limited with or without Doppler:

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

- Nothing to eat 8 hours prior to exam. NO SMOKING OR GUM CHEWING
 - Patients may have water
 - Patients may take medications with a small sip of water.
- **We do not perform Elastography at this time. Advise the patient to speak to referrer for other imaging locations or options. Inspira offers this service.**

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

- Nothing to eat 8 hours prior to exam. Please urinate prior to the start of Bladder prep.
- Must have a full bladder, prior to exam.
 - 2-6 years old- Drink 8oz of water & finish 30 minutes prior to exam time. DO NOT VOID.
 - 6-12 years old- Drink 16oz of water & finish 30 minutes prior to exam time. DO NOT VOID.
 - 12- 18 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.
 - <2 years old- no prep given
- Medication can be taken with a small sip of water
- **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 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.
- Procedure to be scheduled with
 - Brick Rm 1- Greg
 - BHP 1- John
 - Vineland Rm 2- Jay or Shailesh
 - Vineland IR- Shannon
 - CMCH Rm 2- Neal
- 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

- 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.
- Medication can be taken.

Pelvis OB: Please urinate prior to start of prep *[WE DO NOT PERFORM OB TWINS GREATER THAN 14 WKS] *****

- 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. This is done at Maternal Fetal Medicine (MFM).**

Transvaginal:

Follicle or Follicular Study for Infertility: perform 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: EMAIL CHERRY csanchez@aminj.com with script for scheduling guidelines.

US MSK and MSK Procedures

- **Schedule with these MSK radiologist on-site ONLY- Levi, H Patel, Vu, Austin, Saad, Cerniglia and Mizrahi.**
- **DO NOT SCHEDULE AFTER 3:30pm.**
- **COORDINATE WITH XRAY/FLUORO SCHEDULE**
- **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 2**
 - **Manahawkin Rm 1**
 - **Galloway Rm 2**
- Email scheduling: msk@atlanticmedicalimaging.com
- DX includes but is not limited to:
 - Achilles's tendon
 - Dynamic US for muscles, tendon or ligaments
 - Foot or heel pain
 - Joint fluid- knee or hip
 - Morton's Neuroma
 - Muscle tear/strain
 - Tendonitis/Tendinosis
 - Plantar fasciitis
 - Rotator cuff tear

Commented [CS1]: MSK Sched Guidelines need verification if finalized by MSK rad group

- Shoulder calcification
- Ganglion Cyst
- *****For Vineland Office ONLY: The following exams can be scheduled without an MSK radiologist on-site and with the following techs only.**
 - Techs: Jay P., Shailesh S., or Jacqui A.
 - Only Foot/Ankle for Dx includes:
 - Plantar Fasciitis
 - Achilles Tendon
 - Morton's Neuroma
 - Ganglion Cyst
 - Soft tissue lump, localized/swelling/edema or pain, Baker's cyst
 - All other MSK body parts including shoulder, wrist, hands, elbow, hips and knees should be scheduled with MSK radiologist in Vineland.

US SOFT TISSUE EXTREMITIES AND TRUNK

Soft Tissue: Lump/Palpable

- **ADULTS: Can be scheduled in any offices Monday-Friday 8am-4pm**
- 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 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:

- Schedule if DX is DVT
- If scheduling both Venous & PVR studies, schedule US Venous first

Venous Insufficiency or Reflux:

- Scheduled by IR Schedulers Ext 3300 / 609-652-6094 or Ext 3402 / 732-206-8455

PVR/ABI:

- Scheduled in CMCH 2 and BHP 3 by Scheduling and IR Schedulers in VI Locations Ext 3300 / 609-652-6094 or Ext 3402 / 732-206-8455
- 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 Duplex Upper or Lower Extremities:

- If script states Arterial Duplex or CPT 93925 (Bilateral Extremities) or 93926 (One Extremity)
- Scheduled in BHP3, BRICK 1 or CMCH 2 by Scheduling or IR Schedulers in VI Locations ext. 3300 or 609-652-6094.

Mesenteric Artery Duplex:

- Email Cherry 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 Studies:

DO NO SCHEDULE AFTER 3:30pm or WEEKENDS

Neonatal Brains:

- 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 (coordinate with xray/fluoro room)
 - Dr. Hiren Patel- Wall Rm 2 (coordinate with xray/fluoro room)

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 (coordinate with xray/fluoro room)
 - Dr. Hiren Patel- Wall Rm 2 (coordinate with xray/fluoro room)
 - 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 (coordinate with xray/fluoro room)
- Dr. Hiren Patel- Wall Rm 2 (coordinate with xray/fluoro room)

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 (coordinate with xray/fluoro room)
 - Dr. Hiren Patel- Wall Rm 2 (coordinate with xray/fluoro room)

US PROCEDURES

Hysterosonogram or Saline Infused Hysterosonogram:

- For patients that still get their menstrual cycle:
 - Exam must be schedule on the 7th through the 10th days 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:

- Prep: Patient are required to administer a Fleets Enema 90 minutes prior to 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: IR Nursing

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:
 - BWC Rm 1: Mondays @ 1pm, Tuesdays @ 8:45am, Thursdays @ 8:45am & 2pm and Fridays @ 8am
 - Galloway Rm 2: Fridays @ 8am
 - Somers Point Rm 2: Fridays @ 8am and Diagnostic Thursdays @ 6pm
 - BHP Rm 2: Wednesdays & Fridays @ 7:45am
 - Wall Rm 2: Weds & Thursdays @ 1:30pm; Fridays @ 8am & 1:30pm
 - Hammonton Rm 1-Thursdays @ 7:45am
 - Vineland Rm 1- Mondays & Wednesdays @ 8am; Thursdays @ 7:45am
- 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.**

Commented [JG2]: Need to discuss the number of Breast Screening slots.

Commented [JG3]: Review scheduling questions that might help by adding guidelines within questions.

- o All studies will be scheduled as US BREAST SCREENING. (CPT is 76641, this is a 45-minute* time slot).
 - o If the patient does not have insurance, the cost for this exam is \$170. (Paid in full at time of service)
 - o 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):
 - o Have you had a screening mammogram in the last year at AMI? (YES)
 - o Was your last screening mammogram normal? (YES)
 - o Do you have dense breasts? (YES)
 - o Is this a bilateral breast US? (YES)
 - o 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 does in fact meet the criteria, if they do not the US Tech will discuss with the OA.
- Registration:
 - o Tracking numbers and referrals are needed for any insurance that is required.
 - o Patient must have a script.

Commented [JG4]: Lets review scheduling questions.

US DIAGNOSTIC BREAST

- All Diagnostic Mammo and US Diagnostic Breast should be scheduled TOGETHER with mammogram scheduled first.
- **EXCEPTIONS:**
 - o US only follow-up recommendations listed on prior report (i.e., Mammo, Breast US or MRI prior report).
 - o Diagnostic Breast US on patients under the age of 30 can be scheduled as US only.
 - o If the patient had a normal screening mammogram within 6 months of the new breast issue(s), patient can be scheduled as US only.
- All Male patients must be scheduled as a diagnostic Mammo Bilateral and US of affected side regardless of patient's age.
- Advise patient that they must allow a minimum 1 ½ hours for a Diagnostic Mammo & US.

Advise all patients to bring the following to their appointment:

- **Arrive 15 minutes prior to exam**
- **Script**
- **Insurance Card and Photo ID**
- **Copay/Tracking Number/ Referral (if applicable)**
- **Any outside films/CDs pertaining to the body part we are imaging.**
- **Patients should not wear any metal or jewelry to their exam.**