

How to Schedule an Outpatient Radiology Exam

1. Call the central scheduling number to schedule study: 617-665-1298
2. For patients with insurance carriers who require prior authorization for CT and MRI exams: Please call the CRO (Central Referral Office) at 617-665-3116 or 617-665-3171 prior to scheduling the appointment. The CRO will work with you to obtain prior authorization.

The attached advance imaging order form can be faxed to the CRO at 617-665-3574.

[www.challiance.org/radiology/images/Advanced Imaging Preauthorization Form.pdf](http://www.challiance.org/radiology/images/Advanced_Imaging_Preauthorization_Form.pdf)

3. Complete written request/order by:
 - Providing the Attending and Ordering Physicians first and last names.
 - Have the Ordering physician sign the request (studies cannot be performed without a signature).
 - Choose the desired exam(s) to be completed.
 - Write clinical indications including signs and symptoms.
 - Include pre-authorization number on the last line of the request form if required by the patient's insurance company.

OUTPATIENT RADIOLOGY SCHEDULING AT A GLANCE

RADIOLOGY DIVISION	NUMBER TO CALL FOR APPOINTMENT TIME:	ALL EXAMS REQUIRE A RADIOLOGY REQUISITION, FAX REQUEST TO:
CT MRI ULTRASOUND NUCLEAR MEDICINE MAMMOGRAPHY FLUORO	617-665-1298	Cambridge: 617-665-1649 Somerville: 617-591-4166 Everett: 617-394-7644
PLAIN FILM/X-RAY	WALK-IN if same day, send request with patient	if future date, fax request to Cambridge: 617-665-1649 Somerville: 617-591-4166 Everett: 617-394-7644
INTERVENTIONAL (Special Procedures)	617-665-2707	