

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

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: |
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| CT MRI ULTRASOUND NUCLEAR MEDICINE MAMMOGRAPHY FLUORO | 617-665-1298 | Cambridge: 617-665-1649 Somerville: 617-591-4166 Whidden: 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 Whidden: 617-394-7644 |
| INTERVENTIONAL (Special Procedures) | 617-665-1599 | |