1. Call Nuclear Medicine scheduling at **(314) 362-4738** to request a PET/MR study. Nuclear Medicine coordinators will need the following:
   - Patient name
   - Date of birth
   - Patient demographic information
   - Preferred study date

2. The Nuclear Medicine department will fax over the Request Form — please complete form in entirety.
   **NOTE: A justification for the request needs to be provided.**
   - Example: Request form for BODY FDG-PET/MRI
   - Example: Request form for BRAIN FDG-PET/MRI

3. Fax the completed and **signed** Request Form to the Nuclear Medicine schedulers at **(314) 362-1032**.

4. Nuclear Medicine scheduling will submit the request and supporting documents to the Nuclear Medicine physicians. The Nuclear Medicine physicians will protocol and approve the PET orders.

5. The Nuclear Medicine physicians, if able, will determine the MRI CPT codes that may be used specific for disease. A discussion with the MRI radiologist may occur, if needed.

6. PET coordinator will provide referring physician office with the CPT codes for pre-certification from the insurance company. **NOTE: If a date for an exam is requested, the coordinator will say next week, Wednesday:** This is a tentative date with the understanding that the pre-authorization as a general rule are good for 30 days.

7. PET coordinator will call the Center for Clinical Imaging Research (CCIR) and fax or email paperwork and patient contact information.

8. CCIR will call the patient and schedule them for the procedure, no earlier than Wednesday the following week.

9. If the PET/MRI request is denied, the request form is returned to Nuclear Medicine scheduling and the referring physician office will be notified. **NOTE: The referring physician office will be asked to notify the patient regarding pre-authorization denial and cancellation of PET/MRI exam.** The scan will then be ordered as it normally would on the clinical side (separate PET/CT and MRI scan).

10. If the MRI CPT codes are different from what was obtained by the Nuclear Medicine physicians, the Nuclear Medicine scheduling department will contact the referring physician office and inform them of the change of CPT codes.
ALLSCRIPTS PET/MR SCHEDULING INSTRUCTIONS
(Preferred method for Washington University Physicians)

1. Enter “FDG” in the search box and “ENTER” on your keyboard. Right click on any of the orders to add them to your favorites.

2. The patient instructions AND the order instructions will both need to be scrolled through. These questions are in reference to the PET scan portion of the exam.

3. Next, the instructions for the MRI portion of the exam will need to be completed. **NOTE: The department where exam will be completed will automatically default to the Center for Clinical Imaging Research (CCIR), so you will not have to select anything.**

4. The next screen will be the FDG PET/MR order patient instructions and questions. Please answer the questions indicated.

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   - Patient name
   - Date of birth
   - Patient demographic information
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6. Nuclear Medicine scheduling will submit the request and supporting documents to the Nuclear Medicine physicians. The Nuclear Medicine physicians will protocol and approve the PET orders.

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11. If the PET/MRI request is denied, the request form is returned to Nuclear Medicine scheduling and the physician office will be notified. **NOTE: The referring physician office will be asked to notify the patient regarding pre-authorization denial and cancellation of PET/MRI exam.** The scan will then be ordered as it normally would on the clinical side (separate PET/CT and MRI scan).

12. If the MRI CPT codes are different from what was obtained by the Nuclear Medicine physicians, the Nuclear Medicine scheduling department will contact the referring physician office and inform them of the change of CPT codes.