

# PET MEDICAL IMAGING CENTER

Spectrum Health · Saint Mary's Health Care  
Advanced Radiology Services, PC · Kent Radiology, PC

## **INSTRUCTIONS FOR SCHEDULING A PET-CT EXAM**

1. A PET-CT Order/Scheduling and History Form, Insurance Form and other general information for scheduling a PET-CT will be faxed to your office.
2. Complete each section on the Order/Scheduling & History Form in its entirety. Each section is designed to give all of the necessary information to optimally schedule, protocol and interpret the PET-CT procedure.
  - a. Fill in the PET-CT request line for the extent of body coverage (limited, torso, whole body).
  - b. The PET-CT exam includes CT scans of the same body coverage as the PET scan. Enter the body parts requiring CT interpretation on the line 'CT Interpretation'.
  - c. On the reason for PET-CT line, enter type of cancer.
  - d. On medical necessity for exam line – include type of cancer, treatments and recent imaging or laboratory finds.
3. Fax relevant clinical history, office notes, lab results (especially a BUN/Creatine results), radiology test reports (CT, MRI, etc.), pathology reports, etc... concerning the "current" condition warranting a PET-CT scan.
4. Send the patient's insurance information including a copy of their insurance card(s), if available. Please have all insurance pre-authorizations completed as soon as possible. Either write the authorization number on the insurance information sheet or call us at (616) 391-6001.
5. **WE DO NOT NEED THE PHYSICIAN SIGNATURE AT THIS STEP.** The order should be signed AFTER your physician has agreed to the recommendations made by the radiologist reading the PET-CT scans. If an order sheet is pre-signed, it will need to be sent back to your office and re-dated with the current date and then faxed back to us as soon as possible.
6. Fax the completed forms and all pertinent information to **(616) 391-6018**. Please be aware that no other nuclear medicine test (muga scan, bone scan, MIBG's, etc...) should be scheduled on the same day as a PET.
7. Upon receiving the fax, the department nurse, PET-CT technologist, or physician will process the request, provided history and other information and recommend to you the appropriate exams for your patient. This process can take up to 2-3 business days.
8. The office staff will then schedule the PET-CT appointment and fax the PET-CT order sheet with an appointment sheet to your office for your physician's approval and signature. **Please inform the patient of their appointment time and of their diet restrictions and preparation.** If you or your physician have any questions concerning the procedures ordered, please call **(616) 391-6001**. Also make the patient aware that a PET-CT takes a minimum of 3 hours.
9. To complete the scheduling process, please fax back the Order/Scheduling and History Form with the physician's signature (or re-dated) as soon as possible.

Thank you. We look forward to seeing your patient.  
The Pet Medical Imaging Staff

Updated 10/17/2007

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## **INSTRUCTIONS FOR AUTHORIZING PET-CT PROCEDURES**

All procedures performed at the PET Medical Imaging Center are to be ordered and authorized as PET-CT studies. \*\*Coding for PET-CT studies is as follows:

- 78814 (CPT code) = PET-CT Limited
- 78815 = PET-CT Skull base to mid thigh
- 78816 = PET-CT Total Body
- 78608 = PET Brain

CT scans are an interregal part of the PET-CT procedure and are pre-authorized separately for interpretation. Although we only charge for the Radiologist Interpretation of the separately authorized CT scans. The insurance companies still require these exams be authorized. This is necessary for ALL HMO insurances (Priority Health, Molina Health, Community Choice, etc.), BCBS PPO Insurance and some other insurance companies.

Generally if CT imaging was not completed recently at a Spectrum Health facility, Saint Mary's facility or Metro Health facility will require a request for interpretation.

When using AIM to authorize PET-CT procedures, it is imperative that the facility name be under **PET Medical Imaging Center**. Any other name found under the address of our facility is not the correct TAX ID number that is needed for billing. If the facility name is not correct, we will call you to have it changed before we can schedule your patient.

If you have any questions regarding these procedures, please call the PET Medical Imaging Center at (616) 391-6001. We will do our best to help you with the process and answer any questions you may have. Thank you.