



## Providers Outside Partners: Clinical Guidance to Schedule a Non-Urgent MRI with Anesthesia for Patients 20 Years or Older

*MRI exams with anesthesia are offered on Thursdays only.*

### Placing the MRI Order

- The patient must have an MGH Medical Record Number (MRN). If not, the patient or office can call **866-211-6588** to obtain an MRN.
- For practices without access to Partners Epic EHR, place an order in one of two ways:
  - **Access Physician Gateway ([www.physiciangateway.org](http://www.physiciangateway.org))**
    - Place the order for the exam in Epic Physician Gateway.
    - When asked where the exam will be performed, choose MGH Main Campus. Then select “Yes” to the question, “*Does this procedure require anesthesia?*”
    - **Complete and sign the order. Do not schedule the appointment.**
  - **Fax the order to 617-726-8374, Attention: Adult Anesthesia Scheduling.**
    - Please note in the order that the procedure requires anesthesia.
    - If you have questions, please call **617-724-9729**

### Scheduling the MRI

- Access the MGH Internet site: [massgeneralimaging.org/mriform](http://massgeneralimaging.org/mriform)
- Complete the form with the patient and /or patient’s caregiver.
- FAX the completed MRI Patient Procedure Screening form to: **617-724-1977**

#### **Attention: Adult Anesthesia Scheduling**

The patient or caregiver will receive a call from the MRI administrative staff to schedule a date and time for the MRI and Pre-Procedure Evaluation call (PPE). Once these appointments are scheduled, the MRI staff will notify the ordering provider’s office of the appointment dates and times.

### Required Documentation for the PPE Phone Call

**NOTE:** Documentation **must be received** by the Pre-Procedure Evaluation (PPE) staff **prior to the patient receiving a PPE phone call.**

- **H&P:** Completed within the past six (6) months
- **EKG:** Required for patients 65+ years old and obtained within the past six (6) months
- **Creatinine Value:** A creatinine value within 30 days of the scheduled appointment is required if the patient is to receive contrast media.
- **Health Care Proxy or Guardian:** If a patient is unable to give consent, please provide the name and telephone number of the Health Care Proxy or guardian.

**The named Health Care Proxy or guardian must be available on the day of the exam to provide consent to the Anesthesiologist; either in person or via phone.**

If the H&P, EKG, lab results, and name of the Health Care Proxy or guardian are not in EPIC, please fax this information to: **617-726-5845**      **Attention: Pre-Procedure Evaluation (PPE)**

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### **Instructions for Patients**

- Visit our web page, [massgeneralimaging.org/mri](http://massgeneralimaging.org/mri) and select the Patient Education tab to print the instructions, "Preparing for your MRI with Anesthesia."

### **Our Contact Information**

For questions about this process, please call MRI at **617-724-4226**.

For questions about the Pre-Procedure Evaluation (PPE), please call **617-643-2555**.

If you need to reach the Center for Peri-Operative Care where patient checks in before the exam, please call **617-726-8588**.