



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

CT exams with anesthesia are offered on Thursdays only.

Placing the CT 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)**
 - 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 CT

- Access the MGH Internet site: massgeneralimaging.org/ctform
- Complete the form with the patient and /or patient’s caregiver.
- FAX the completed CT Patient Procedure Screening form to: **617-726-3037**

Attention: Adult Anesthesia Scheduling

The patient or caregiver will receive a call from the CT administrative staff to schedule a date and time for the CT and Pre-Procedure Evaluation call (PPE). Once these appointments are scheduled, the CT 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/ct and select the Patient Education tab to print the instructions, "How to Prepare for your CT with Anesthesia."

Our Contact Information

For questions about this process, please call CT at **617-724-1036**.

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**.