



# Partners Providers: Clinical Guidance to Scheduling Non-Urgent MRI Imaging 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.
- Place the order for the exam in Epic. Then select “Yes” to the question, “*Does this procedure require anesthesia?*”
- **Complete and sign the order. Do not schedule the appointment.**

## 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.

## 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.”

## 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)**