

# REFERRING PROVIDER ORDERING GUIDE

Selecting the correct exam from the start is crucial for obtaining the answers you need - and it benefits everyone involved, including the patient, the referring office, and IMI.





You can conveniently place an order with IMI using various methods, including your interface, EMR, print and fax, walk-in (limited to x-ray orders only!), or our dedicated IMI ordering portal. For this educational exercise, we will utilize screenshots from the IMI ordering portal.

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#### **DEMOGRAPHICS**

- Provide insurance information to expedite scheduling by allowing the IMI team to determine if authorization is necessary, enabling prompt scheduling if not required.
- When required, ensure pre-authorization is included in order to avoid delays in patient care, as we cannot proceed with the workup without it. Not including this information may result in rescheduling.
- - Always include the patient's preferred contact number for swift scheduling communication.



#### **MODALITY**

Determine the most suitable modality for the exam. We encourage you to contact us with any questions.

Exam Selection					
	СТ	☐ MRI	☐ Fluoroscopy	Ultrasound	☐ X-Ray



#### Ultrasound CPT Code Sheet

#### **EXAM SELECTION**

Our modality cheat sheets (*MRI*, *CT* and *Ultrasound*) are designed to assist you in choosing the appropriate exam for your patient, and our subject matter experts are available to provide confirmation and support when needed. Rest assured, we are here to assist you every step of the way!



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#### **CONTRAST SELECTION**

Accurate order information is crucial in the imaging field to ensure the best-suited exam for the patient and indicated conditions, reducing frustration for both the office and radiologist.

When ordering an MRI or CT, including "W & WO" (with and without) and noting "PRN" (as needed) in the order facilitates the radiologists' ability to administer contrast when necessary.

For instance, in an MRI order, including "W & W/O" is vital as we often require both contrast-enhanced and comparison images; failing to include this may result in a need for a corrected order.

Rest assured, our subject matter experts are available to address any inquiries or provide guidance whenever needed.

MRI			
Head & Neck	Abdomen & Pelvis		
✓ Brain	✓ Abdomen		
<ul> <li>PRN Contrast (per radiologist discretion)</li> </ul>	<ul> <li>PRN Contrast (per radiologist discretion)</li> </ul>		
<ul> <li>without contrast</li> </ul>	<ul> <li>without contrast</li> </ul>		
<ul> <li>with contrast</li> </ul>	<ul> <li>with &amp; without contrast</li> </ul>		
o with & without contrast	☐ Abdomen with MRCP		

### **INDICATIONS**

To ensure the most accurate interpretation, please include an ICD-10 code and provide comprehensive clinical indications with specific details.

Clinical Information ICD-10 Codes (required)
Tob-10 codes (required)
Clinical Indications/Rule Out
Special Scanning/Scheduling Instructions
☐ Please check box if patient had prior imaging of this body part/condition at a facility other than IMI and indicate below

- For instance, when indicating abdominal pain, specify its location. Similarly, for foot pain, specify the specific area, as it may influence the imaging approach.
- To enhance the diagnostic process, please include any relevant information such as pertinent labs, chart notes, or prior imaging reports related to the specific body part within the past five years. The more information we have, the better we can serve you.



#### SIGNATURE REQUIREMENTS

Please ensure that the order includes the ordering provider's physical or electronic signature along with a date and time stamp.



If you have any questions, our team of subject matter experts is readily available and eager to assist you.



MRI: MRIhelp@imirad.com or 208-991-5221

CT: CThelp@imirad.com or 208-991-5222

**SPECIALS:** Specialshelp@imirad.com or 208-991-5223

US: UShelp@imirad.com or 208-991-5224