

## VNIOC Outpatient CT Request Protocol

Outpatient CTs with VNIOC are **referral only** and require 3 items to be scheduled:

1. A completed CT request -- submitted through our website.
2. Recent medical records.
3. Full blood work (CBC/Chem) from the past month or since clinical signs have emerged - whichever is more recent.

There is a section on the online request form that allows for attachment of records. We encourage your hospital to use this feature whenever possible to expedite scheduling. You will receive an email requesting blood work/records after receipt of any online requests lacking any attachments.

Once we receive all of the required items, we then contact the owner to schedule the CT. This can usually be done within 1-3 business days or pending owner availability. At that time, we go over the cost and process with the owner. Please do not ask the client to call us to schedule. They will be referred back to you if we do not have the above 3 requirements fulfilled.

Once the CT is performed, our imaging technician calls your office to inform you that the CT has been completed and a radiology report will be sent to you within 1 business day (or sooner if a STAT was requested). Your hospital will also receive a link to view the images via email. Patients are discharged back to the client once fully recovered from anesthesia.

Same-day outpatient CTs are discouraged. **In the event that a same-day CT is needed, an emergency fee of \$300 will be charged to the client.** With these cases, please call to round the imaging anesthesia doctor on the case so that it can be facilitated efficiently. These cases will be prioritized in the day's schedule once they arrive in-hospital and must be deemed stable enough for transport and anesthesia prior to sending them over to us. As an outpatient service, we are not equipped or staffed to manage critical patients at this time.

In the event that a radiology report is not received or if you have any questions or concerns, please do not hesitate to contact us via email at [questions@vnioc.com](mailto:questions@vnioc.com) or call the office at 410-224-0121 ext. 5.