



Rutland Regional Medical Center

160 Allen Street, Rutland, VT 05701, 802-775-7111

Utilization Dept: 802-747-6220 Fax: 802-747-3950

Scheduling/Authorization Process for PET/CT Revised 9/08

- PET/CT testing at Rutland Regional Medical Center takes place on Thursdays.
- Scheduling and authorization process must be completed by the end of the business day on Tuesday in order to schedule for Thursday of the same week. This is because the radioactive tracer – which is specific to each patient’s weight and time of testing – must be ordered early on Wednesday.

STEPS FOR A DOCTOR’S OFFICE TO SCHEDULE A PET/CT

1. Fill out the PET/CT REQUEST FORM completely.
2. Write the Authorization # or Precert # from the patient’s insurance company in the Patient Information section (last line of section) on the form, if you have obtained the number. (Utilization Dept can assist with obtaining insurance authorization if necessary.)
3. Fax the following to the Utilization Dept at 747-3950:
 - a. PET/CT REQUEST FORM
 - b. supporting clinical information, such as office notes, test results, etc.
4. Receive from Utilization Dept the PATIENT INSTRUCTION sheet with scheduled appointment.
5. You must contact the patient with arrival/appointment times and date, and make sure that he/she receives and understands the PATIENT INSTRUCTION sheet.