

Scheduling/Authorization Process for PET/CT Scans – Update October 2021

- PET/CT testing at Rutland Regional Medical Center takes place on Wednesdays.
- The scheduling/authorization process must be completed by the end of the business day on Monday in order to schedule on Wednesday 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 Tuesday.

1. Fill out the PET/CT REQUEST FORM completely, **including the ordering provider’s signature**.
2. If a prior authorization is required and our Prior Auth Department already does authorizations for you, we will do your PET auth as well. If we are not currently doing your auths and you would like us to, you can make that request.
3. For external providers: If required, please obtain the prior authorization from the patient’s insurance company and write that in the Authorization # field in the Patient Information section on the top of the form. The Prior Authorization Department (802.772.2800) can assist with obtaining insurance authorization if necessary.
4. Fax the following to Central Scheduling at 802.776.3301:
 - PET/CT REQUEST FORM
 - supporting clinical information if not in the RRMC EMR, i.e. office notes, test results, etc.
5. Central Scheduling will then schedule the appointment and fax you the Patient Instruction sheet with the date and time of the scheduled appointment listed.
6. You must contact the patient with arrival/appointment date and times, and make sure that he/she receives and understands the Patient Instruction sheet.
7. DI Nursing will contact the patient 24-48 hours before the PET to make sure the patient knows when to arrive and answer any questions the patient may have.

Please do not hesitate to call Central Scheduling (802.747.1880) if you have any questions about scheduling a PET/CT.