Scheduling a Research Participant for an Orbital X-Ray Scan to Determine 3T MRI Safety
An informal guide by the Vaillancourt Lab

This document outlines the steps a coordinator must take in order to arrange a research participant Orbital X-Ray scan in order for Tammy/Christi to deem them eligible should they have a history of working with metal or injury by metal/foreign object. This document was written solely based upon our experience with the system, and should be used as an unofficial guide to this process.

Step 1: Epic
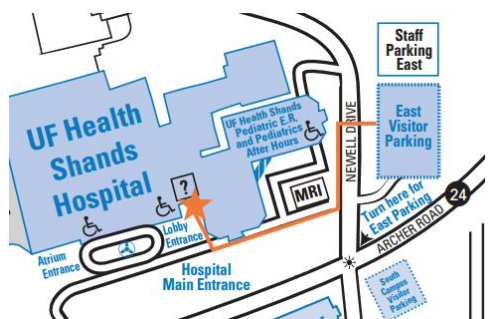
You must have Epic for Research Coordinator access.

- *If you do not have Epic Access* have your supervisor request it using the Shands HealthCare Non-Shands Staff Request form below. *make sure you select "research coordinator" in the user roles column. This will also involve some IRB implications so make sure anyone you are requesting access for is also accounted for with regard to the IRB (i.e. person on addendum A, **ensuring orbital x-ray is in your informed consent**, etc).

You must link the study participant to your project and set the start/end date around the billable procedure.

- *If a patient already has a chart in Epic* simply search for them using their name and DOB, and link them to the study.
    1. When you click on their name to pull up their chart you will see "research studies" on the left hand side of the screen, click on that.
    2. Add your study to their chart by typing in the search bar IRB.(then whatever your study # is) For example IRB.488-2014, then click "add".
    3. Once you've done that you will be in a window to enter further information about their participation in your study. Add yourself in the "coordinator" field. Mark the patient's status as "Active-no treatment". Add your email address or office line to the comments section, and mark the start and end dates as the day before and the day after their orbital x-ray appointment. THIS IS MOST IMPORTANT: because this will ensure the bills from that visit will be skimmed for research applicable charges.
    4. Click "accept" and they are officially linked.
- *If a patient does not have a chart in Epic* contact someone who can register them. We have gone through our physician collaborator's clinical coordinator who has write access to Epic records. If you do not have access to someone like this there is a woman at the RAC office who would be more than happy to assist you or direct you to someone who can assist you. Her name is Jennifer Rinabarger (rinabj@shands.ufl.edu).

Step 2: Scheduling and Carrying Out the Scan Appointment

- *Submit the Research Order/Billing form* It is a walk-in clinic, but you will need to fax your request at least a couple of days before you bring the patient for the scan. The template for this is below titled "Research Ordering/Billing Form". Make sure to indicate orbital x-ray on the procedure table at the bottom and code it 70200.

- *Parking* Your participant will need to park in the east visitor garage (garage 10), and enter through the temporary east lobby entrance. This will open back up once the construction is finished, but the map to the left displays the current arrangement. You can obtain parking passes for garage 10 from the medical school administrative office for your vehicle. The participant will be eligible for a parking voucher from the radiology office. Don't forget to ask for one on behalf of the patient—otherwise they will be expected to pay $10 on exit. For really impaired participants there is Valet available, which is $3 with the voucher.

- *Finding the clinic* The radiology clinic for research is located on the ground floor of Shands hospital—take the visitor elevator in the East lobby of the hospital down to the "G" floor and follow the signs to "radiology". The information desk just inside the lobby and the one just off the elevator on the ground floor are helpful—use them if you are lost! Make sure to bring along a copy of the form your faxed—the radiology desk can be a disorganized environment.

- *Other notable tips for while you are at the clinic* While we prefer to attend the appointment with our patients, you might choose to have them go alone. If you do, make sure they have a copy of the request form with them. It might

be worthwhile to make sure the staff at the desk don't have any questions for you. Though it may not need to be said: It might also be helpful to be as kind and patient as you can with them—they are juggling you and other more urgent hospital tests that need to be done. This is especially helpful if you will need multiple scans performed by the office throughout your project ☺

The entire appointment from the time your participant arrives to the time you walk them to their car should not be more than an hour. However we always tell people to allot a two hour block of time, just in case the wait time takes longer.

Step 3: Follow-up and ensuring proper billing

- *Update your study's tracking log* All studies should have a tracking log. The template is produced by the RAC office and is specifically for UF/Shands billable services. Once your participant has come in for their scan simply update your log to reflect the appointment. You are supposed to submit these tracking logs monthly to the RAC office, but since we only have orbital x-ray scans as our only UF/Shands billable service we just submit an updated copy every time we have a scan. If you do not already have a contact at the RAC office you can email Jennifer (as mentioned in step 1) and she will be able to help you or connect you with someone who can.

- *Ensure you receive 2 bills* The orbital x-ray will be billed by both UF Physicians and Shands. One is for the radiologist interpretations (UF Physicians) and one is for the facility charge (Shands). Both bills combined have historically totaled to ~$100, but of course this is subject to change

- *Pay the bills* Our grants specialist handles our billing, but the bill should contain the contact information for who to phone in your p-card or grant number to.

- *Check the patient EPIC file to ensure proper billing* We have had many problems with the charges being properly billed to "research" rather than the patient's insurance. It is important to pull up the encounter on epic and look at the "billed" section to make sure it says "research" and not their insurance provider (i.e. Blue Cross Blue Shield). If it has not been billed correctly contact the RAC office so they can comb the patient's EPIC file once more and redirect the charge—they love when we catch it before they do!

RADIOLOGY

RESEARCH ORDERING/BILLING FORM
Fax Order to 352-265-0544

<table>
<tr><td>

PATIENT INFORMATION
MEDICAL RECORD #:
PATIENT LAST NAME, FIRST NAME:
DOB:
SEX: ☐ Male ☐ Female

</td><td>

PATIENT TYPE

☐ **INPATIENT/ED** enter "R99" into EPIC
Signs/Symptoms field, *and* fax paper form to 265-0544

☐ **OUTPATIENT –** fax paper form to 265-0544

</td></tr>
</table>

☐ **R99#:** _____ **(including unplanned study participant services)**

☐ **NO R99#, STUDY-FUNDED SERVICES (including participant specific) ARE UNEXPECTED or URGENT**
(if no R99, must complete the following).

PI Name: IRB#:
Full Study Name:
Contact Person: Contact Phone #:
From (Dept):   Request Date: EXAM DATE:
Type of Procedure:
Ordering MD: P.O. Box #:

RADIOLOGY STUDY INFORMATION:

Specific question(s) to be answered by this study:

Signs, Symptoms, Relevant Diagnosis:

Patient pregnant? ☐ Yes ☐ No   Does patient weigh more than 300 lbs?   ☐ Yes ☐ No
Patient diabetic? ☐ Yes ☐ No   On Glucophage (all forms of Metformin)?   ☐ Yes ☐ No

Forward Results to:

RADIOLOGIST INSTRUCTIONS

☐ NORMAL RADIOLOGIST'S REPORT AND INTERPRETATION
☐ Radiologist on Grant, NO PRO-FEE/ Radiologist's Name: _____
☐ NO READ, NO PRO-FEE *(Radiology staff, please fax order to* (866) 898-9749, attn**:** *Scott Fries to close dictation)*

Name of the Test(s) to be Performed	Service Code
1.	
2.	
3.	
4.	
5.	
6.	

Physician Signature: _____ Dr. #: _____
Note: Contrast will be used if medically necessary or indicated.