



Department of Radiology

Instructions for Using Denver Health's Imaging Order Forms

- Download the appropriate ordering form(s) to your computer.
- Open the downloaded form(s).
- Check "routine" when the need for an imaging study is considered to be non-emergent. A routine imaging study is typically an examination that can be undertaken by patients 3 days or more following receipt of the imaging study order by Denver Health's Radiology Department.
- Check "urgent" when the need for an imaging study to be completed is emergent, and requires completion within 24 to 48 hours.
- In the text boxes (top half of form) type in patient information. Please ensure that the patient's telephone numbers listed are **current and valid** numbers. Provide more than one contact telephone number whenever possible to include the patient's cell phone number, if available. Incorrect telephone numbers are the most common reason that patients are not contacted and scheduled for an imaging study.
- If you are ordering an imaging study that is **not listed** on a Denver Health imaging order form, then please provide the ICD-9 (ICD-10) code(s) for that imaging study. These codes are an essential part of the ordering process.
- Click on the box(es) next to the desired examination(s) and a check mark will appear.
- In the "Indications for Order/Patient History" section of the form, please describe the reason for the examination and any pertinent patient history. Also, please include the patient's creatinine level, including the date that the patient's creatinine was drawn, if the patient is to receive IV contrast. (Creatinine data are needed for all imaging studies [e.g., MRI, CT] to be performed with IV contrast.) Additionally, include any relevant notes such as those shown in the example below.

EXAMPLES (types of additional notes)

- * Schedule the CT same day as the MRI examination
 - * Give patient CD of imaging studies to bring to their next appointment
 - * Patient will require sedation
 - * Or any other information that will ensure the patient is scheduled appropriately
- Please complete the form electronically. Handwritten and faxed forms are often difficult to read and may create delays in scheduling.
 - When the electronic order form is completed, then forward it to the ordering physician who must sign it in the designated area by means of an auto-signature.
 - After the ordering physician has entered his/her auto-signature on the computer order form, then the physician must click on the "submit button" in order to automatically send the order form to Denver Health's Radiology Department.
 - If there are any questions regarding this process, please call 303-602-4111 or 303-602-4102.

Thank you for choosing the Department of Radiology at Denver Health for your imaging study needs.