

MRIRC Scheduling Guide

Calendar URL: [3TMRI Scheduler - Log In \(uchicago.edu\)](#)

Above is the link to the online scheduling system used to reserve time on the Philips Ingenia 3T and Philips Achieva 3T scanners.

Hours of operation

- Our normal hours of operation are 8:30 am to 4:00 pm, Monday – Friday.

MRI Appointment Slots:

- The open slots are available to users on a first-come, first-served basis. Projects are only billed for times when they use the scanner, which is why we require all users log the total time using the MRI scanner and study information on the Scan Info Sheet.
- Please email mrirc-scheduling@radiology.bsd.uchicago.edu to reserve a slot.

Cancellations/Deleting MRI appointments:

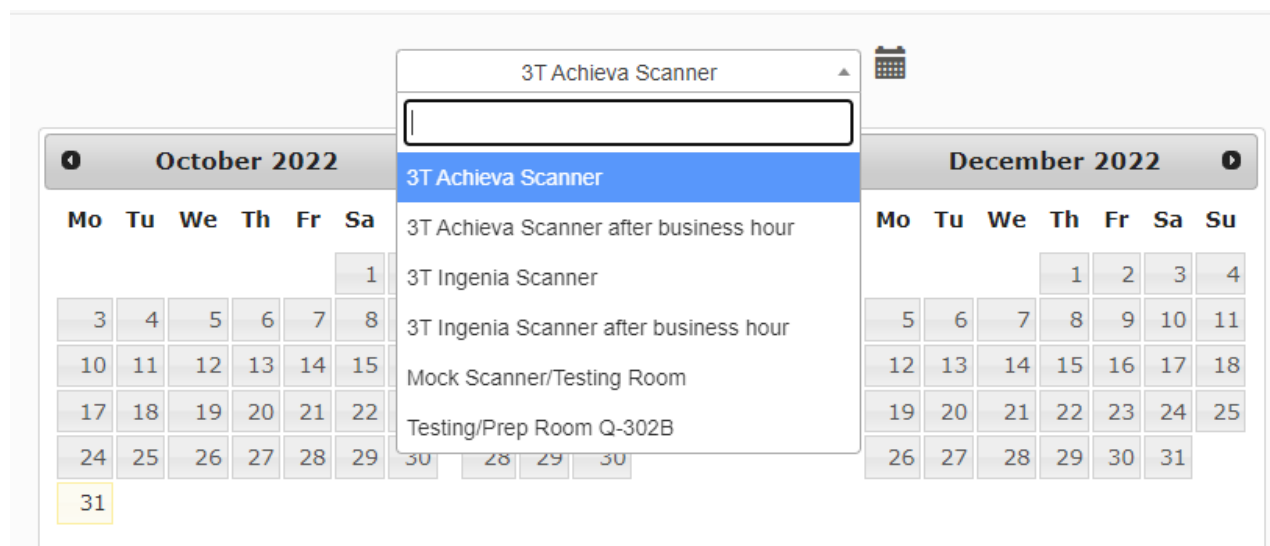
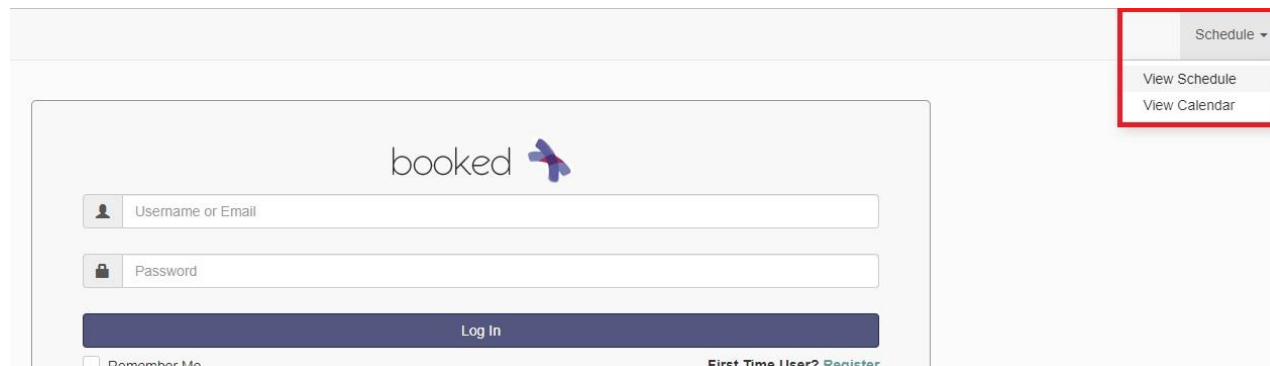
- Hourly charges are incurred on the quarter hour and will be rounded up to the nearest ¼ h increment.
- Cancellations: 48-hour notice is required to cancel a scanning slot at no cost to the user.
 - Scans cancelled 24-48 hours prior will be charged at 50% of the regular rate.
 - Scans cancelled less than 24 hours prior, and no-shows will be charged at 100% of the regular rate.
 - For cancellations, studies will be billed straight booked time (all time blocked off on the schedule).
 - Federal studies will require a non-Ledger 5 guarantee account since cancelled/missed scans cannot be charged to federal grants.
 - The first cancelled/missed scan of each quarter for each study will not be charged to the user.
- If an MRI needs to be cancelled, please email mrirc-scheduling@radiology.bsd.uchicago.edu
- If the cancellation occurs within several hours of the scheduled MRI scan, the scheduler should contact the assigned MRI tech at 773-702-4294.

Consenting for Development Scans:

- Every individual who is scanned must complete the appropriate informed consent paperwork before their scan.
- Persons obtaining consent from research participants must be listed on the CHR/IRB approved study protocol. Please verify that you are on the study protocol before obtaining consent.

To Schedule:

1. Find your desired scan time on the ‘**Booked**’ scheduler on MRIRC’s website <https://mrirc.uchicago.edu/phpScheduleIt2/web/>
 - a. You can view the schedule without creating an account. Choose the scanner (3T Achieva or 3T Ingenia) using the drop-down arrow near the top of the page to find available time slots.



2. Email mrirc-scheduling@radiology.bsd.uchicago.edu with a requested day/time/scanner. Please include the IRB protocol number and study name/code to allow us to identify the study easily. After confirmation, re-check the schedule to verify your scan is booked.
 - i. For clinical studies, please include details such as scan type, subject ID#, time point, etc.
 - ii. Do not include any patient identifying information such as name, MRN, DOB, etc.
3. **If the subject’s scan will be read by a radiologist and will be ordered through EPIC,** you need to also schedule your scan in EPIC (after confirming the date and time with the MRIRC)
 - a. Place your scan order in EPIC
 - b. Contact Radiology Central scheduling at 773-702-6161 or email rad-scheduler@radiology.bsd.uchicago.edu to schedule your scan.
 - c. Ask your scheduler to use **Q303** for the Philips Ingenia scanner or **Q304** for the Philips Achieva scanner.
 - d. Ask your scheduler to enter a note with the appointment stating “**Q300 MRI Research Center.**”

AFTER SCHEDULING:

4. Please update the **MRIRC ScanInfoSheet** with the current subject's information and have the subject complete our **MRI screening form** (available on the MRIRC website <https://mrirc.uchicago.edu/forms.php>). Please email completed forms to mrirc-scheduling@radiology.bsd.uchicago.edu. Include the study name/code and scan date and time in the subject line (no PHI!). Please also cc the following personnel:
 - a. dgorre@uchicago.edu (Donovan Gorre – MR Technologist/Operations Manager)
 - b. ejamiso1@bsd.uchicago.edu (E. Bruce Jamison – MR Technologist)
5. If HIRO is involved in your study, **please let them know** about the date it is scheduled and to expect data/paperwork. (<https://hiro.bsd.uchicago.edu/contact>)

Scanning:

- If a coordinator will not be present with the subject, please direct the participant to arrive 30 minutes prior to the scheduled MRI appointment. This way the MRI technologist will have adequate time to review the safety screening form, discuss the procedure, and position the participant in the magnet all before beginning image acquisition.
- If you plan to meet your participant directly, you must arrive at least 15 minutes before the participant is scheduled to arrive. Please have the patient wait in the MRIRC Lobby.

Metal Safety:

- MRIRC cannot scan any subjects with undocumented or unconfirmed metal implants. If the participant is unable to reliably provide this information for any reason, **the study team** is responsible for contacting the person named as medical power of attorney to confirm the presence or absence of metal implants before the participant will be considered for scanning.
- Recruiters and schedulers are responsible for screening their subjects for metal safety and for researching implants they learn about. They must communicate the manufacturer and model name/number of the implant to MRIRC staff and wait for clearance to be given prior to scheduling an MRI scan; please include notes about the implant in the scheduling template.
- If metal safety information is not researched or communicated to MRIRC staff in advance, the scan will be delayed or cancelled until MRI safety is confirmed.
- Please refer to MRIsafety.com when screening participants if you have any concerns. Please contact the MRIRC team if you have any questions.

I have additional questions, who do I call?

- For MRI calendar access, metal safety questions, and scheduling questions, please contact: mrirc-scheduling@radiology.bsd.uchicago.edu
- For any Neuro Imaging Technical questions, please contact: Dr. Xiaodong Guo
(Email: xguo@bsd.uchicago.edu)
(Office: 773-834-7612)
- For any Body Imaging Technical questions, please contact: Dr. Milica Medved
(Email: mmedved@uchicago.edu)
(Office: 773-702-4711)