

## Biopsy Checklist for Medical Offices and Clinics

To All Offices and Clinics:

Scheduling biopsies with us can sometimes be a rather time consuming process, often involving several phone calls and faxes back and forth between us and your office, In an effort to speed up the process and minimize delays for your patient, we have created a checklist of the items / information we need before we can begin the scheduling process.

Thank you very much for your cooperation.

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Before we can begin the scheduling process, we will need the following:

- NPHY 80 (*SURGICAL SERVICES PRE-REGISTRATION INFORMATION*)
- Current H & P (*within the past 30 days*)
- Physician's order w/diagnosis (*please include the CPT & ICD codes*)
- Authorization # (*if needed*)
- Any prior imaging studies related to the Bx NOT done @ UMC (*may be on film, CD or DVD*)
- In addition, the patient will need to have the following lab work done no later than 7 days prior to the scheduled procedure:
  - PT
  - PTT
  - I&R

All of the above information will be reviewed by one of the radiologists prior to scheduling. We will contact your office once the Bx has been approved.

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Important Information to Tell Your Patient:

- Patients should pre-register w/Admitting one or two days prior to the scheduled procedure
- When registering, patients need to bring:
  - ID
  - Insurance card / Medicare card
  - method of payment
  - copy of physician's order or instructions, if available
  - any applicable legal documents
- On the day of the procedure
  - arrive 1 to 2 hrs prior to the appointment time (2 hrs if patient did not pre-register)
  - pre-registered patients check in at the Ambulatory Surgery Center
  - if not pre=registered, report to Admitting
  - bring in a complete list of medications w/ dose
  - PATIENT MUST HAVE A DRIVER
  - wear comfortable clothing
  - LEAVE valuables / money @ home
  - NPO after midnight or 8 hrs prior to the procedure
  - OK to take blood pressure medicine
  - some exams require the stoppage of blood thinners 7 days prior to the exam
  - please do not bring children

UMC Imaging Services reserves the right to cancel or reschedule the procedure if we have not received the required information within 2 business days.

Self -pay patients must make payment arrangements prior to scheduling. This is done through the Patient Access Services Dept. (Admitting) by calling 383-8264