

IMI Image Scheduling Procedure

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1. Fax signed order to 208-947-3322 (IMI). Obtain confirmation of transmitted fax.
2. Call IMI (208) 954-8100 to schedule imaging while patient is in the room if possible.
3. Be sure to specify the STUDY and the IMAGING needed. Also, confirm the subject ID, Confirmed appt. check in date and time.
4. Put the imaging into Google Calendar and track on the Patient Specific Tracker (blue binder).