



CT IMAGING APPOINTMENT REQUEST DIRECTIONS

The **CT Imaging Appointment Request** form is offered to referring physicians and their staff as an alternative to calling the MCVI office to make CT Imaging appointments. The method used to make CT Imaging appointments is your choice. We are more than happy to accept phone calls as well as faxed requests.

The **CT Imaging Appointment Request** form is simple to use. The referring physician's office completes all pertinent information on the form (please remember to check as many indications that apply under the requested test). Then the form should be faxed to (989) 754-3026, along with a copy of the patient's insurance card. Your request will then be picked up by the CT Imaging scheduler and the patient will be called to schedule the appointment. Once the appointment is completed, the scheduler will fax back the **CT Imaging Appointment Request** form with the box in the top right-hand corner completed. This will be your verification that the appointment has been made.

Our goal is to schedule all testing appointments within 24 hours of receiving the faxed request. Please keep in mind that if we are unsuccessful at contacting the patient on the first try, this may affect our turn-around time.

If you should have any questions regarding this service, please contact **Tim Jackson, Director of Imaging and Diagnostics, at (989) 754-3328.**

* If you do need additional copies, please contact **Becky Felker, Director of Marketing, at (989) 754-3222.** You may also find this form online at www.mcvi.com.