


Name of Policy: Test Ordering and Scheduling Policy Number: 3364-106-N11 Approving Officer: Chief Operating Officer Responsible Agent: Director of Cardiovascular Services, Medical Director, Non-Invasive Cardiac Imaging Scope: University of Toledo Medical Center		 Effective date: 3/24/2025 Original effective date: 2/2022	
Key words: Radiation, Nuclear Testing, Stress Test, Ordering, Scheduling			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

There shall be a specific procedure for ordering and scheduling patients for testing in the Heart and Vascular Center.

(B) Purpose of Policy

To assure timely and efficient testing and minimize patient waiting.

(C) Procedure

Appointments are necessary for all tests, except EKG's, Holter Monitors, and Event Recorders. Routine procedures are scheduled Monday through Friday from 8:00 a.m. to 3:30 p.m. unless otherwise noted. All test orders are required to have the following information:

1. Patient's name, date of birth, and contact phone number.
2. Insurance company
3. Procedure ordered and indication for test.
4. Name and signature of ordering physician.
5. Person scheduling procedure
6. The Stress RN's may take a verbal order, but a written order is required before any procedure can begin.
 - I. Inpatients: RN's and technologists will schedule a time for inpatient testing.
 - A. An order for the procedure must be in the patient's chart.
 - B. A computer-generated or written order from the ordering physician or nurse practitioner is required.
 - II. Outpatients: The scheduling of outpatient tests will be as follows:
 - A. An order or outpatient requisition signed by the ordering physician is required.
 - B. Pre-approval by the Insurance Company or hospital finance is required.

EKG's/Holter Monitors/Event Recorders

1. No appointment is necessary. Patients can come to the UTMC Heart and Vascular Center Monday through Friday between 8:00 a.m. and 5:00 p.m.

Echocardiograms

1. Follow schedule per Lead Echocardiography Technologist. Available time slots are listed in the EPIC Cupid scheduling system.

Transesophageal Echocardiograms (TEE's)

1. TEEs are to be scheduled with Cardiology and according to physician availability. Available time slots are listed in the EPIC Cupid scheduling system.

Dobutamine Stress Echo/Exercise Stress Echo

1. Schedule with stress nurse and echo technologist. Available time slot is listed in the EPIC Cupid scheduling system.

Nuclear Myocardial Perfusion Imaging

Exercise/Pharmacologic

1. A physician, Nurse Practitioner (NP), Advanced Practice Nurse (APN) or a cardiac trained nurse with a physician available must be present.
2. Outpatient Nuclear Stress Testing will be scheduled beginning at 8:00 a.m. with the last test of the day scheduled at 11:30 a.m. as these tests are 3-4 hr.in duration. Available time slots are listed in the EPIC Cupid scheduling system. Inpatient testing begins at 7:30 a.m. and are added to the schedule upon receiving the testing order in the EPIC Cupid scheduling system.

ERNA/MUGA

1. ERNA/MUGA studies are to be scheduled at a time determined by the nuclear technologist.

Amyloid

1. Amyloid studies are to be scheduled in the 9:00 a.m. time slot or as determined by the nuclear Technologist. This test requires the patient return 3 hrs. post injection.

Routine Stress Testing (Non-Nuclear)

1. Routine, modified or low-level stress tests will be scheduled at 8:00 a.m.

General Test Duration Times:

- Nuclear Exercise/Pharmacologic Stress with Myocardial Perfusion Imaging: 3-4 hours
- ERNA/MUGA: 1 hour
- Amyloid: 15 minutes for injection followed by 3-hour delay then 45 minutes imaging.
- Adult Echocardiogram: 30 minutes
- TEE: Short Stay Procedure
- Dobutamine/Exercise Stress Echo: 1-2 hours
- EKG: 10 minutes

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<p>Approved by:</p> <p>/s/</p> <hr/> <p>Todd Korzec, RN, BSN Director, Cardiovascular Services</p> <p>1/31/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Samer Khouri, MD Medical Director, Non-Invasive Cardiac Imaging</p> <p>3/7/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Christine Stesney-Ridenour, FACHE Chief Operating Officer</p> <p>3/24/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Director, Cardiovascular Services</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: 2/2022</p> <p>Review/Revision Date:</p> <p>2/2022 2/2023 2/2024 3/24/2025</p> <p>Next review date: 3/24/2028</p>
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