

Baylor University Medical Center • Roberts Hospital (1st Floor), 3500 Gaston Avenue, Dallas, Texas 75246
Junius Street • Baylor Medical Pavilion, 3900 Junius Street, Suite 100, Dallas, Texas 75246
North Dallas • Baylor Health Center, 9101 N. Central Expressway, Suite 100, Dallas, Texas 75231
Charles A. Sammons Cancer Center • MRI Department, 3410 Worth Street, Suite 760, Dallas, Texas 75246

Scheduling:
214-820-1700 voice
214-820-6088 fax

Patient Information

Patient Name: _____ DOB: _____
 Sex: Male () Female () Home Phone: _____ Work or Cell Phone: _____

Physician Information

Physician Name: _____ Phone: _____
 Contact Person: _____ Fax: _____
 ★Physician Signature (*no stamps*): _____ ★Date: ____/____/____

Insurance Information

Primary Insurance Carrier: _____ Phone: _____
 Member ID #: _____ Group #: _____ Precertification #: _____
 Insured Name: _____ Insured DOB: _____
 Secondary Insurance Carrier _____ Phone: _____
 Member ID #: _____ Group #: _____ Precertification #: _____

Procedure Information

1st Procedure:

★ICD-9 / Diagnosis Code (required): _____ Scheduled Date: _____
 Clinical Diagnosis/Reason for Exam: _____ Arrival Time: _____
 Comments: _____ Appointment Time: _____

2nd Procedure:

★ICD-9 / Diagnosis Code (required): _____ Scheduled Date: _____
 Clinical Diagnosis/Reason for Exam: _____ Arrival Time: _____
 Comments: _____ Appointment Time: _____

3rd Procedure:

★ICD-9 / Diagnosis Code (required): _____ Scheduled Date: _____
 Clinical Diagnosis/Reason for Exam: _____ Arrival Time: _____
 Comments: _____ Appointment Time: _____

Requested Date and Time

Date: ____/____/____ Time: ____:____

A.M.
 P.M.

Requested Location

BDIC-Junius
 BDIC-North Dallas BUMC Cancer Center (MRI)

Legend: DOB = Date of Birth, ICD-9 = International certification of diseases

Received Order

Date: ____/____/____ Time: ____:____

Areas marked with a ★ are required

BAYLOR UNIVERSITY MEDICAL CENTER
 DALLAS, TEXAS



50476 (03/11)

SCHEDULING REQUEST AND ORDER FORM

Test Preparations

X-Ray

UPPER GI AND/OR SMALL BOWEL:

Do not eat, drink, smoke, or chew gum after midnight the night before your exam. If prescription medications are to be taken, it needs to be done 2 hours prior to exam. Diabetic patients should consult their physician for insulin directions.

Barium Enema (BE):

PATIENT PREP:

- Day prior to exam
 - Clear liquids
 - 10 oz Magnesium Citrate at 12:00pm
 - 4 Dulcolax tablets at 4pm
 - Glass of water every hour from 1pm until 10pm
- Day of Exam
 - Use a Dulcolax suppository 3 hours prior to exam
 - No food or drink until study is complete

IVP: At 4 p.m. the night before your exam, take 4 Dulcolax tablets. No food or liquids after midnight. This includes no smoking, chewing gum, or tobacco. Prescription medications may be taken with a few sips of water.

MRI/MRA

No preparation required. For your comfort you may wish to wear loose clothing with no metal and no jewelry.

Ultrasound/Sonography

ABDOMEN, PANCREAS, GALLBLADDER, LIVER, AORTA, KIDNEY, OR SPLEEN: Nothing to eat or drink for 8 hours prior to your exam. This includes no smoking, chewing gum, or tobacco. Prescription medications may be taken with a few sips of water.

OB or PELVIC: Empty bladder 1 to 1-1/2 hours prior to appointment. Drink 32 oz of water 1 hour before appointment time. Bladder must be full for exam.

RENAL: Drink 12 oz water 1 hour before appointment. Bladder must be full for exam.

ALL OTHER ULTRASOUNDS:

No preparation required.

CT Scan

CT SCAN OF THE ABDOMEN and/or PELVIS:

No food or liquid 4 hours prior to appointment. Diabetic patients may take medication with minimal food/liquid.

ALL OTHER CT SCANS:

No preparation required.

Legend: GI: Gastrointestinal IVP: Intravenous Pyelogram
MRI: Magnetic Resonance Imaging MRA: Magnetic Resonance Angiogram
OB: Obstetric OZ: Ounce CT: Computed Tomography
CTA: Computed Tomography Angiogram

Baylor University Medical Center at Dallas

CT/CTA • MRI/MRA • Ultrasound: Routine and Vascular

Digital Fluoroscopy • Diagnostic x-ray • Nuclear Medicine

Roberts Hospital (1st Floor), 3500 Gaston Avenue, Dallas, Texas 75246
(214) 820-3216 Phone

Baylor Diagnostic Imaging Center at Junius

CT • MRI/MRA • Ultrasound: Routine and Vascular • PET/CT

Digital Fluoroscopy/Arthrograms • Diagnostic x-ray: Adult only (16+)

Baylor Medical Pavilion, 3900 Junius Street, Suite 100, Dallas, Texas 75246
(214) 820-6900 Phone

Baylor Diagnostic Imaging Center at North Dallas

CT/CTA • MRI/MRA • Ultrasound: Routine and Vascular

Digital Fluoroscopy/Arthrograms • Diagnostic x-ray: Adult and Pediatric

Baylor Health Center at Park Lane and Central Expressway (US-75)
9101 N. Central Expressway, Suite 100, Dallas, Texas 75231
(214) 820-1606 Phone

Charles A. Sammons Cancer Center at Dallas

MRI/MRA

3410 Worth Street, Suite 760, Dallas, Texas 75246
(214) 820-2300

