

# JOHNS HOPKINS MEDICAL IMAGING

## For Providers: Ordering Exams

### Ensuring Federal Compliance

In order to be in compliance with federal regulations for any ordered imaging exams, all the below information is required for our office to proceed:

- Patient's Full Name
- Patient's Date of Birth
- Exam Requested
- Clinical reason/indication for ordering exam, including relevant past studies
- If ordering a STAT exam, please include an after-hours contact number.
- Legible Signature of Ordering Provider
  - If illegible, then full name must be printed in addition to signature.
  - Cannot be a stamp of signature or office staff signature.

Please note that the legible, original signature of the provider is a federal requirement. Orders placed without this will require a phone call to your office to re-order and will not receive insurance reimbursement.

### Modifying Exams

To avoid additional phone calls when Johns Hopkins radiologists find a need to modify an order according to protocols, please add "This order can be modified according to protocol." If you are ordering using the Johns Hopkins requisition form, you can check the below box highlighted in red.

*Order may be modified according to department written protocol including the administration of contrast.*  Yes  No  
 *No contrast - Please state the reason for requesting a non-contrast examination:* \_\_\_\_\_

Thank you for choosing Johns Hopkins Medical Imaging to care for your patient's radiology needs. If you have any questions, please contact your physician liaison or email [RadImagingInfo@jhmi.edu](mailto:RadImagingInfo@jhmi.edu).

### Schedule an exam

by calling 443-997-7237 or online at [hopkinsmedicine.org/imaging/mychart](http://hopkinsmedicine.org/imaging/mychart)