

Blanchfield Army Community Hospital (BACH) Radiology Scheduling Form

Phone lines are open 7:30 a.m. – 4:30 p.m. during non-federal holiday
weekdays

(Note: Closed for training Thursdays 7:30 a.m. – 8:30 a.m.)

Instructions for all routine referrals: Follow instructions for the type of study below. After calling the appropriate phone number, take notes in the space provided and record your appointment date and time. Carefully read and follow **“universal scheduling instructions”** below. **If you don’t properly follow your instructions, your study may need to be rescheduled.**

(ASAP and STAT appointments are arranged after discussion between ordering provider and radiologist.)

- 1 . **Regular x-rays:** Does not need to be scheduled. Just stop in during business hours to get x-ray.
- 2 . **Ultrasound:** Wait 3 business days after order created, and then call **270-798-8876** to schedule.
3. **CT:** Wait 3 business days after order created, and then call **270-461-2680** to schedule.
4. **MRI:** Wait 3 business days after order created, and then call **270-798-8626** to schedule.
5. **Nuclear Medicine:** Wait 3 business days after order created, and then call **270-956-0751** to schedule.
6. **Mammography:** If no symptoms, call **270-956-0033** for screening mammogram appointment. If you have any symptoms, a healthcare provider needs to do exam and place order for diagnostic study before you call.
7. **Fluoroscopy** (arthrogram, barium swallow, upper GI, esophogram, barium enema and HSG):
 Wait 3 business days after order created, and then call **270-798-8626 to schedule.
 *Why wait 3 days? This allows the Radiologist can coordinate the safest and most appropriate imaging.

Appointment Date: _____ Time: _____

*****IMPORTANT “Universal scheduling instructions” ALL PATIENTS PLEASE READ:**

- CHILDREN MAY NOT BE LEFT UNATTENDED OR ACCOMPANY PATIENT IN EXAM ROOM.
- Per hospital policy children under 10 years old will be accompanied by a responsible adult at all times.
- **DIABETICS:** If diet is modified for study, decrease insulin, monitor glucose and drink juice as needed.
- To reschedule or cancel: Call the same number you called to schedule the appointment >24 hours prior.

- Technologists are not allowed to reveal any information regarding the results of your exam.
- Remove all body piercings and wear clothing without metal.
- Childbearing age females (10-55) may be screened for pregnancy for certain studies.
- If you are **15 minutes late**, your appointment **may need to be rescheduled** to the next available date.
- If you don't properly follow your instructions, your study may need to be rescheduled.

*****BRING THIS FORM TO YOUR APPOINTMENT AND SHOW AT CHECK-IN*****

Radiology front desk: **270-798-8333**