

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 – 8:30 a.m.)

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

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

Regular x-rays: Does not need to be scheduled. Just stop in during business hours to get an x-ray.

Ultrasound: Three business days after the order was created, call **270-798-8876** to schedule.

CT: Three business days after the order was created, call **270-461-2680** to schedule.

MRI: Three business days after the order was created, call **270-798-8626** to schedule.

Nuclear Medicine: Three business days after the order was created, call **270-956-0751** to schedule.

Mammography: If no symptoms are present, call **270-956-0033** for a mammogram screening appointment. If you have any symptoms, a healthcare provider needs to perform an exam and place an order for a diagnostic study before you call.

Fluoroscopy (arthrogram, barium swallow, upper GI, esophogram, barium enema and HSG): Three business days after the order was created, call **270-798-8626** to schedule.

Why wait three days before calling to schedule a radiology appointment?

This allows radiologists to 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.
- Child Care Center “Teddy Watch”(one floor below Radiology): **270-798-7422**
- 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 do not properly follow the 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**