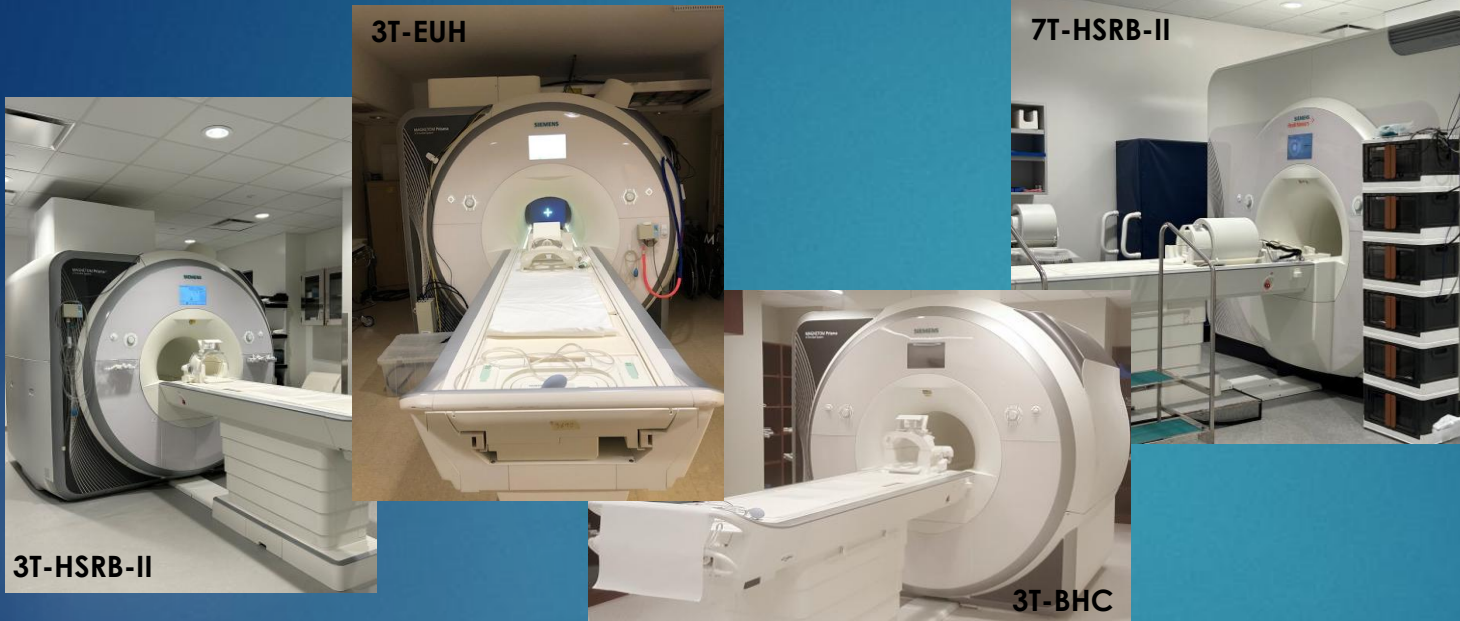




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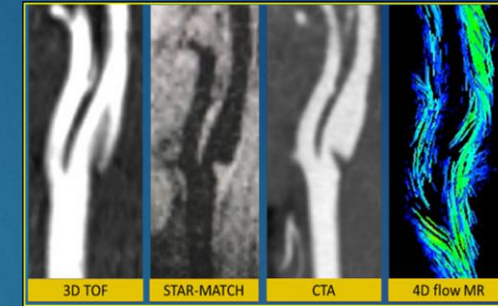
Emory Integrated Core Facilities



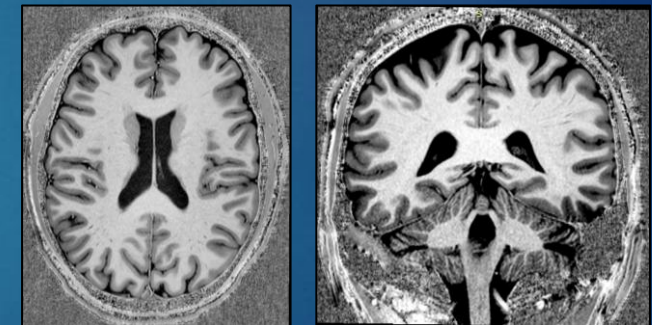
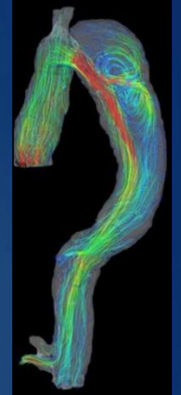
Siemens Magnetom Prisma 3T MR systems (HSRB-II, EUH, BHC/EP12)

Siemens Terra 7T MR system (HSRB-II)

Dedicated research MRI systems



3T MRI Images



7T MRI Images

MR Imaging User Guide

Locations:

➤ Health Sciences Research Building II

3T and 7T-HSRB-II Research MRIs
Suite G100*
1750 Haygood Dr NE
Atlanta, GA 30322

**CSIC's entrance is accessed directly from the exterior of HSRB-II (back side of building across from parking area). All visitors, study coordinators, and study participants must enter through G100 entrance. CSIC is not accessible from other access points of HSRB-II.*

➤ Emory University Hospital (C-Wing, Floor G)

3T-EUH Research MRI, Suite C-G11
1364 Clifton Rd
Atlanta, GA 30322

➤ Executive Park 12/Brain Health Center

3T-BHC Research MRI, Suite 124
12 Executive Park Dr NE
Atlanta, GA 30329

Contacts:

2

3T and 7T MRI HSRB-II:

- **Samira Yeboah**, CSIC MRI Technologist
snyeboaa@emory.edu, 404-712-1065
- **Sarah Basadre**, CSIC MRI Technologist
sarah.basadre@emory.edu, 404-712-3441
- **3T MRI Control Room** – 404-712-5798
- **7T MRI Control Room** – 404-712-5451

3T MRI EUH:

- **Sonny Roh**, CSIC MRI Technologist
keunman.no@emory.edu, 404-712-2003
- **3T MRI Control Room** – 404-712-2003

3T MRI EP12/BHC:

- **Aurora Compton**, CSIC MRI Technologist
aurora.compton@emory.edu, 404-712-5942
- **3T MRI Control Room** – 404-778-0864

CSIC MR Additional Contacts:

- **John Oshinski, PhD**, CSIC Director, *jnoshin@emory.edu*
- **Deqiang Qiu, PhD**, CSIC MRI Prog Director, *deqiang.qiu@emory.edu*
- **Joy Staulcup**, CSIC Operations Mgr, *joy.staulcup@emory.edu, 404-712-1024*

Getting Started with CSIC: Application and Onboarding Process



STEP 1: Visit CSIC's [Application Process and Forms Webpage](#)

Note: All research studies that utilize imaging services at Emory's Center for Systems Imaging Core must adhere to Emory's Office of Research Administration policies governing human subject or animal research.

PI/Study Coordinator:

- Complete **CSIC Study Application**
- Send application and all other required study documentation* to CSIC Operations Manager

CSIC Operations Manager:

- CSIC review/confirmation of required study documentation

CSIC Operations Manager:

- Study onboarded into CSIC scheduling system
- CSIC protocol name and scheduling system User ID/Temp Password sent to PI

*See Appendix A (page 8) for list of required documents.

Pre-Scheduling Coordination: Training, MR Protocol Set-up, Scanner Certification



STEP 2: Pre-Appointment Scheduling Coordination

Note: Hand-off of coordination for Steps 2 - 4 moves from CSIC Ops Manager to CSIC MRI Technologist.

Training/Certification:

- CSIC MRI Tech completes sponsor or study required training and certifications (as applicable)



MRI Protocol Added to CSIC Scanner:

- CSIC MRI Tech adds the study's MR imaging protocol to the 3T or 7T MRI scanner (as applicable)



Scanner Certification:

- CSIC MRI Tech completes sponsor or study required phantom scan/scanner certification (as applicable)
- CSIC MRI Tech activates study in CSIC's scheduling system - notifies study coordinator appointment scheduling can begin when team is ready

Appointment Scheduling Process: Requesting and Confirming Appointments



STEP 3: Requesting and Confirming MRI Scan Appointments

Scheduling Process Review

- **CSIC MRI Tech provides/reviews appointment request process with study coordinator**
 - Reviews CSIC online scheduling system process for appointment requests
 - Provides and reviews CSIC documentation required to confirm appointment for each participant (see *Appointment Confirmed Step* below)

Appointment Requested

- **Study coordinator submits appointment request via CSIC online system***

Appointment Confirmed

- **Study Coordinator sends required forms to MR Technologist for Applicable CSI MR site (within 24 of pending request submission)**
 - **MRI Appt Required Forms** – MRI Requisition Form, CSIC MRI Participant History & Screening Form, signed ICF
 - Must be received **48 hours prior** to appointment date
 - Appointment status updated to **Confirmed** in CSIC Scheduling system*

*For instructions for using CSIC's Scheduling system – see Appendix B (page 9).

Day of Appointment: Arrival Time, Access/Parking, Check-in

✓ STEP 4: Day of Appointment Process

- **Study Coordinators are responsible for providing instructions and directions to CSIC's MRI applicable site location to study participants prior to confirmed scan appointment.**
 - The [CSIC HSRB-II G100 location map](#) can be provided to study participants to assist with directions for 3T or 7T at HSRB-II.
 - The (6) CSIC reserved parking spaces at HSRB-II are **for study participant use only**. A CSIC parking pass will be provided at check-in for participants to place in dashboard to avoid parking citation. CSIC does not provide parking coordination for other CSIC MR sites and does not provide parking deck validation for any MR sites.
 - Participants should be instructed to arrive **at least 15 minutes prior** to their appointment start time.
 - CSIC requires a study coordinator/team member to be **present on-site for the duration** of all imaging appointments.
- **Day of Appointment Logistics:**
 1. Coordinator should arrive **at least 15 minutes prior** to appointment start time.
 2. **HSRB-II** - coordinator meets participant in CSIC lobby and calls MRI Tech when participant arrives (phone/number at lobby desk). **EUH and EP12/BHC** – coordinator meets participant at MR suite entry and rings buzzer to notify MR Tech they've arrived.
 3. CSIC MRI Technologist completes scan, imaging data uploaded per sponsor/protocol defined process, appointment ROT duration updated, and status changed to "Completed" in CSIC scheduling system.

Billing Process:

Billing and Invoicing for CSIC MRI Services



STEP 5: Billing and Invoicing Process – View [CSIC Current Rates](#)

Monthly Billing Report:

- CSIC Ops Manager pulls report at beginning of the month for all prior month's completed imaging appointments



Upload to PPMS/Invoices Issued:

- Billing report sent to core finance team to upload into PPMS system (core finance system)
- Invoices emailed to PI (2 days to review and notify CSIC Ops Manager of any discrepancies)



Charges Posted to ST:

- CSIC imaging service charges posted to study Speedtype in Emory Compass Financial system.

CSIC Billing Policies:

- **MRI scan** - ROT (room occupancy time) per hour is billed for the duration of time from start to finish for the entire MRI scan process for study participant according to the current CSI MR rate for 3T or 7T MRI (with or without contrast rates). **Note:** CSIC only completes (human study participant) MRIs that require use of contrast at our 3T-EUH MRI site.
- **Cancellation Policy** - Study team must notify CSIC applicable MR site Technologist within 24-hours of scheduled appointment if participant scan needs to be canceled. A **late cancellation/no-show fee equal to 50% of the scheduled appointment time** will be charged for any late cancel notice/participant no-show.

Appendix A:

CSIC Required
Documentation to
Onboard Research
Studies at:

3T-HSRB-II MRI

3T-EUH MRI

3T-EP12/BHC MRI

7T-HSRB-II MRI

3T MRI study required documents:

- **CSIC 3T MRI Study Application** (*enter 3T site requested at top of application*)
- IRB approval letter with expiration
- Approved study protocol
- Approved Informed Consent Form
- MR Imaging Manual/Guide (as applicable for study)

Note: For studies that involve **pre-clinical** MRI scans (large animal scan – 3T HSRB-II only), the CSIC Study Application, IACUC approval letter, and IACUC protocol document are required.

7T MRI study required documents:

- **CSIC 7T Study Application**
- IRB approval letter with expiration
- Approved study protocol*
- Approved Informed Consent Form
- MR Imaging Manual/Guide (as applicable for study)

Note*: Studies that utilize CSIC 7T MRI services must include specific language regarding use of 7T within their approved IRB protocol. Contact CSIC Operations Manager for example language that can be included in protocol and modified as needed for specific study modality.

Appendix B: CSIC Scheduling System Instructions

Note: Appointment requests for MRI scans at CSIC's 3T scanners, or 7T scanner, are submitted via CSIC's online scheduling system. Appointment hours are Monday-Friday, starting at 8:00am with last appointment time at 4:00pm. CSIC provides a rolling 2-month out appointment scheduling process. However, study teams are required to submit documentation needed to confirm the participant appointment **24-hours after a pending appointment request is submitted** (or **no later than 48-hours prior** to a scheduled appointment) to confirm the appointment. See below for instructions to access and submit appointment requests for MRI scanners via CSIC's online scheduling system.

1. Access CSIC's online scheduling system (DaySmart) by using the Investigator login page:

<https://booknow.appointment-plus.com/peeyh9s/10>

- Enter **Investigator Login/User ID** and **Password** (temporary password is provided to Investigator when study onboarded and must be changed at first login to system)
2. At first menu, select “**(Applicable) MRI Scanner**” at the **Select Scan Type** menu, then select the **PI CSIC Protocol Name** for the study at the **Select Protocol** menu.
3. Select the **Date/Time for requested appointment**, then enter **Speedtype** and any special instructions (participant #, etc. as applicable) in the appointment form, then select “**Finalize Appointment.**”
4. Submit required participant documents to MR Technologist (see page 5) to confirm appointment.