



EMORY
UNIVERSITY

Center for Systems
Imaging Core
Emory Integrated Core Facilities



Siemens Biograph Vision 600

A research dedicated combined positron emission tomography (PET)/computed tomography (CT) system - whole body imaging.

PET/CT Imaging (HSRB-II) User Guide

Location:

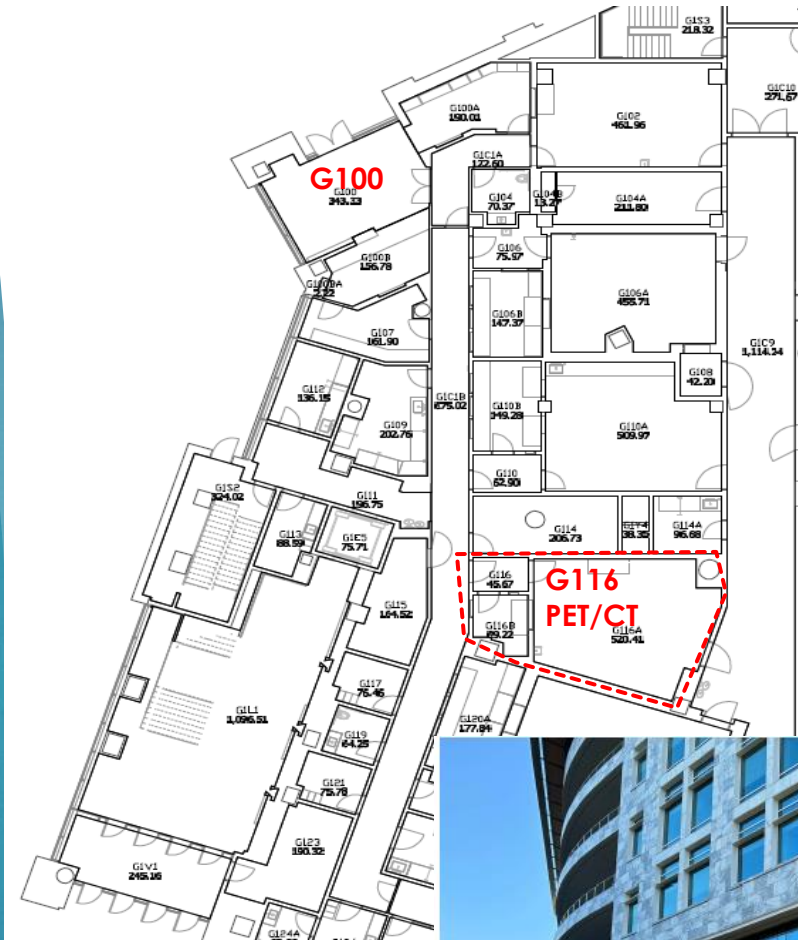
➤ Health Sciences Research Building II

1750 Haygood Dr NE
Atlanta, GA 30322
Suite G100*

**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.*

Contacts:

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- **Dr. Steven Liang**, CSIC PET/Radiopharmacy Prog. Director
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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 Ops Mgr, PET/CT Tech:

- CSIC review/confirmation of required study documentation

CSIC Ops Mgr:

- 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, PET Tracer Order, Certification



STEP 2: Pre-Appointment Scheduling Coordination

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

Training/Certification:

- CSIC PET/CT Tech completes sponsor or study required training and certifications (as applicable)



Radiopharmaceutical (Tracer) Order Process*:

- Coordination for PET Radiopharmaceutical order with external supplier, or with CSIC Radiopharmacy (as applicable)

**PET studies only*



Scanner Certification:

- CSIC PET/CT Tech completes sponsor or study required phantom scans/scanner certification (as applicable)
- Study coordinator notified appointment scheduling can begin when study team ready

Appointment Scheduling Process: Requesting and Confirming Appointments

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STEP 3: Requesting and Confirming PET/CT Scan Appointments

Scheduling Process Review

- **CSIC PET/CT Technologist schedules meeting with study coordinator to review appointment request process**
 - Reviews email template format to use for PET/CT scan requests
 - Provides and reviews CSIC documentation required to confirm appointment for each participant (see *Appointment Confirmed Step* below)



Appointment Requested

- **Study coordinator emails scan appointment request for participant**
 - PET/CT Technologist reviews available date(s)/time(s) – Pending status appointment date set in CSIC Scheduling system by PET/CT Technologist



Appointment Confirmed

- **Study Coordinator sends PET Requisition Form or CT Requisition Form (as applicable for study), signature page of ICF, and Dose Order for participant (only for PET studies) to PET/CT Technologist**
 - Must be received within 48-hours of pending appointment date
 - Appointment status updated to **Confirmed** in CSIC Scheduling system*
 - Study coordinator must notify PET/CT Technologist if a confirmed appointment needs to be cancelled (see Step 5 for cancellation policy and billing info)

*Login to CSIC Scheduling system and select "Appointment Activity" to view pending or confirmed appointments for protocol – see Appendix B (page 9) for instructions.

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 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.
 - 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.
 - 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 (**but no sooner than 30 minutes prior**) to meet study participant in CSIC. *PET/CT Technologist may be completing a prior appointment and will not be able to provide access or answer check-in calls if a coordinator arrives any earlier.*
 2. Coordinator meets participant in CSIC lobby and calls PET/CT Technologist when participant arrives (phone/number at lobby desk) to begin scan appointment.
 3. CSIC PET/CT 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 PET/CT 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:

- **PET scan** - ROT (room occupancy time) for billing purposes starts with the tracer injection and ends with the completion of scan/upload of imaging data.
 - Duration of appointment ROT is updated to coincide with start/end time of PET imaging services when appointment status is updated to "Completed" in the scheduling system. 1st hour ROT is billed at the base PET scan rate; any additional ROT after 1st hour is billed at the "Additional Room Time rate." PET scan rates do not include the Radiopharmaceutical – study incurs additional charges for Radiopharmaceutical order.
- **CT (only) scan** - flat rate per participant scan.
- **Cancellation Policy** - Study team must notify CSIC PET/CT 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 (tracer order fees may also apply if tracer order too late to cancel). **Note:** CSIC does not bill for appointments when dose production failure occurs.

Appendix A:

CSIC Required
Documentation to
Onboard Research
Studies at **PET/CT-HSRB-II**
Scanner

PET/CT Imaging

or

CT (Only) Imaging

PET study required documents:

- **CSIC Study Application (check PET box)**
- IRB approval letter with expiration
- Approved study protocol
- Approved Informed Consent Form
- EHSO *Human Use of Radiation* Approval Form
- PET Imaging Manual/Guide (as applicable for study)

Note: For studies that involve **pre-clinical** PET scans (large animal scan), only the CSIC Study Application, IACUC approval letter, IACUC protocol document, and PET Imaging Manual are required.

CT study required documents:

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

Note: For studies that involve **pre-clinical** CT scans (large animal scan), only the CSIC Study Application, IACUC approval letter, IACUC protocol document, and CT Imaging Manual are required.

Appendix B:

CSIC Scheduling System Access Instructions

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Note: CSIC does not allow self-scheduling via the on-line scheduling system for appointments at the HSRB-II PET/CT scanner due to pre-coordination needed for PET tracer orders and to allow for accommodation for PET scans that can only be completed on certain days/times due to tracer production/delivery schedules. **Appointments will be added to the scheduling system by CSIC's PET/CT Technologist** once they are confirmed via the appointment scheduling process described in Step 3 (page 5). However, the below process can be used to view pending, confirmed, and completed appointments for a study's PET or CT scan appointments in CSIC's 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 the "**Appointment Activity**" link on the right-hand side of page to view appointments and status (Pending, Confirmed, or Completed).