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

9/2025

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:

- **Elizabeth McCorkle**, CSIC *PET/CT Technologist*
     elizabeth.mccorkle@emory.edu, 404-727-1264

- **Joy Staulcup**, CSIC *Operations Manager*
     joy.staulcup@emory.edu, 404-712-1024

- **Dr. Steven Liang**, CSIC PET/Radiopharmacy Prog. Director
     steven.liang@emory.edu, 404-727-4852
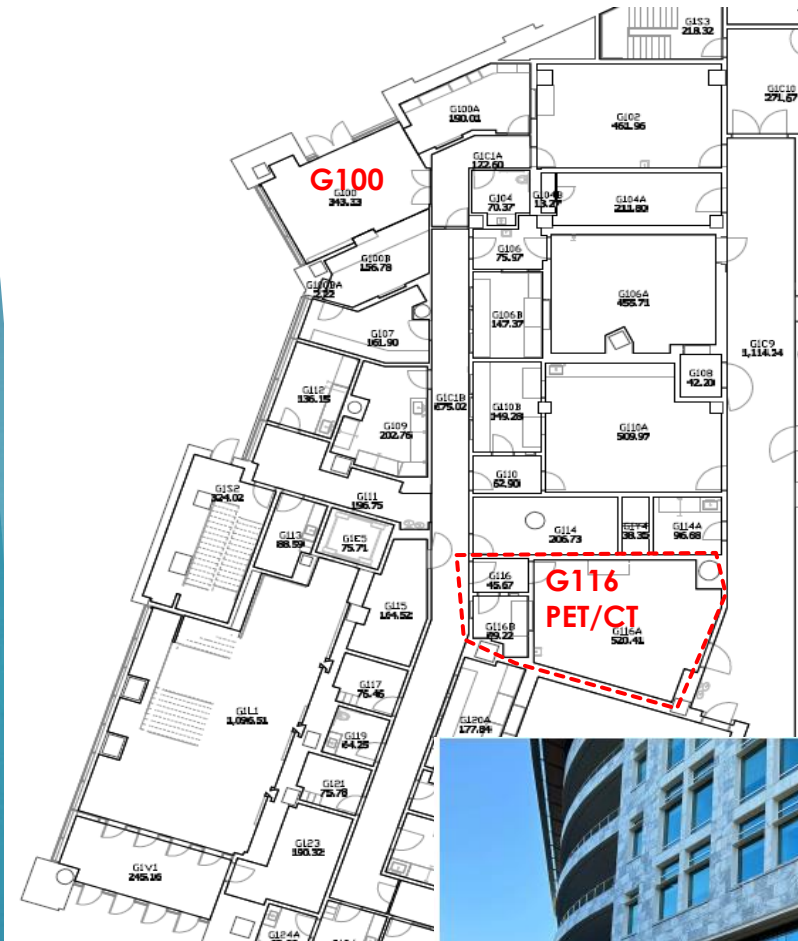
Getting Started with CSIC:
Application and Onboarding Process

STEP 1: Contact CSIC's PET/CT Technologist, then 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.

Protocol Support Confirmation:

- Contact CSIC's PET/CT Technologist, Elizabeth McCorkle, to review protocol imaging requirements, or provide protocol and imaging manual/guide, for review.

- After review/discussion, Elizabeth will confirm whether CSIC is able to support PET or CT imaging service.

Application/Study Documents:

- Send completed CSIC PET or CT Study Application and all additional required study documents* to Elizabeth.

- Final review by CSIC to verify all required documents received.

Study Onboarded:

- Study onboarded into CSIC scheduling system

- Confirmation email sent to PI

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

Pre-Scheduling Coordination:
Training, PET Tracer Order, Certification

STEP 2: Pre-Scheduling Tasks Coordination

Note: CSIC PET/CT Technologist will begin coordination to complete below items, as applicable, to prepare for start of appointment scheduling for study.

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

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 (or CT only) 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 CSIC facility **30 minutes prior** to appointment start time. Note: *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

Invoices Issued:
- Billing report uploaded in PPMS (core finance system) and 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 Financial system.

CSIC Billing Policies:

- **PET scan –** *Effective FY26,* CSIC bills a 2-hour standard block for each PET base scan (includes tracer injection/uptake, completing the PET scan, and uploading imaging data). This PET scan base rate *does not* include the Radiopharmaceutical – study incurs additional charges for Radiopharmaceutical order.
    - Note: Any PET protocol that extends beyond the 2-hour standard block will incur the "Additional Room Time Base" rate per hour ROT (or portion of hour in 30-minute increments).
- **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 Imaging

or

CT *(Only)* Imaging

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PET study required documents:

- ***CSIC Study Application*** *(check PET box)*
- IRB approval letter with expiration (plus Emory IRB reliance for studies with external IRB)
- 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), the CSIC Study Application, IACUC approval letter, IACUC protocol document, PET Imaging Manual, and any EHSO Radiation use approval are required.

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CT study required documents:

- ***CSIC Study Application*** *(check CT box)*
- IRB approval letter with expiration (plus Emory IRB reliance for studies with external IRB)
- 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), the CSIC Study Application, IACUC approval letter, IACUC protocol document, and CT Imaging Manual are required.

Appendix B:
CSIC Scheduling System Access Instructions

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).