



EMORY
UNIVERSITY

Center for Systems
Imaging Core
Emory Integrated Core Facilities



GE SIGNA PET/MR 3.0T

Scanner with simultaneous time of flight (TOF) PET imaging
integrated with whole body 3.0T MRI scan

PET/MR (Winship) Research Imaging User Guide

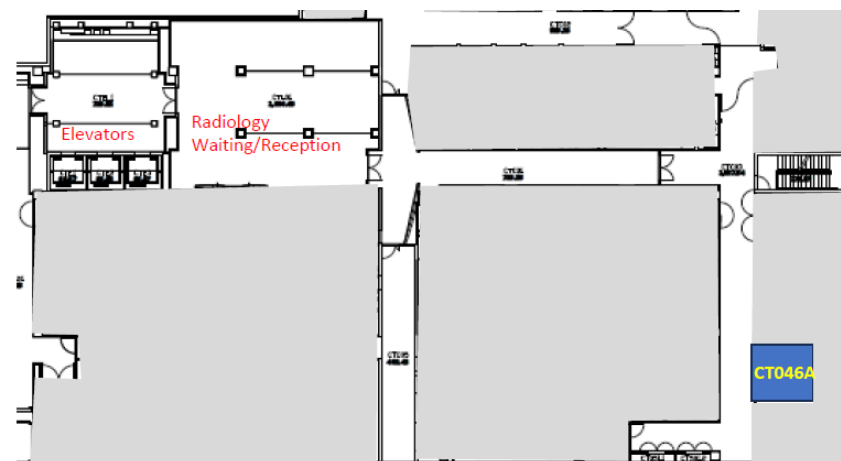
Location:

➤ Winship Cancer Institute

Emory Clinic Building C
1365 Clifton Road NE, Bldg C
Atlanta, GA 30322
Tunnel (T) level, Radiology, room CT046A

Contacts:

- **Joy Staulcup**, CSIC Operations Manager
joy.staulcup@emory.edu, 404-712-1024
- **Leah Mims**, EHC, PET/MR-WC MRI Technologist
leah.mims@emoryhealthcare.org, 404-712-2070
- **Manuel San Pedro**, EHC, PET/MR-WC Nuclear Med Technologist
manuel.sanpedro@emoryhealthcare.org, 404-712-2070
- **Dr. John Oshinski**, CSIC Director - jnoshin@emory.edu



Winship Cancer Institute (Clinic-Bldg C) – Tunnel (T) Level – Room CT046A

Note: Restricted access, study coordinator should contact PET/MR-WC technologists at **404-712-2070** when arriving at main Radiology reception area for scheduled research participant scan appointments.

PET/MR-WC - Shared Research and Clinical Imaging Scanner:

The GE PET/MR system was funded via a NIH S10 large instrumentation grant and supplemented with Emory Healthcare (EHC) funds in order to support both the research and clinical missions of Emory. The research scan use is managed via a *Shared Use Agreement* between EHC and CSIC. Research studies that onboard to utilize CSIC core imaging services are scheduled during dedicated research allotted time on this scanner. Research scans are completed by PET/MR-WC EHC imaging technologists.

Current research allotted scanning hours: Monday, 12:30 - 4:30pm; Tuesday, 12:00 - 4:00pm; and Thursday, 8:00am -4:00pm.

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 **PET/MR-WC Study Application**
- Send application and all other required study documentation* to CSIC Operations Manager

CSIC Ops Mgr, PET/MR Techs:

- CSIC review/confirmation of required study documentation and protocol imaging requirements

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 Step 2 moves from CSIC Ops Manager to PET/MR-WC Technologists.

Training/Certification:

- EHC PET/MR Techs complete 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)

**For studies with PET scan component only*



Scanner Certification:

- EHC PET/MR Techs complete sponsor or study required phantom scan/scanner certification (as applicable)
- CSIC Ops Mgr notified when appointment scheduling ready to begin at PET/MR

Appointment Scheduling Process: Requesting and Confirming Appointments

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STEP 3: Requesting and Confirming PET/MR-WC Scan Appointments

Scheduling Process Review

➤ CSIC Ops Mgr schedules meeting with study coordinator to review appointment request process

- 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 PET/MR Technologists to confirm appointment

- **PET/MR Appt** – PET Requisition Form and MRI Requisition Form, CSIC MRI Participant History & Screening Form, signature page of ICF, and dose order for participant
- **MRI (only) Appt** – MRI Requisition Form, CSIC MRI Participant History & Screening Form, signed ICF
- Must be received **72 hours (business days) 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 Winship Cancer Institute's PET/MR-WC scanner location for scan appointment.**
 - CSIC does not provide parking vouchers for studies that utilize CSIC imaging services. Study teams should coordinate parking vouchers or other transportation options for participants, as applicable.
 - Participants should be instructed to arrive **at least 30 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 30 minutes prior** to appointment start time to meet study participant in the Winship/Clinic Bldg C Radiology Reception Area (Tunnel Level).
 2. Coordinator meets participant in Radiology Reception Area, then calls the PET/MR-WC Tech (404-712-2070) to be escorted to PET/MR scanner suite (restricted access area) to begin scan appointment process.
 3. PET/MR Tech 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 Study ST:

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

CSIC Billing Policies:

- **PET/MR scan at PET/MR-WC** - 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/MR 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.
- **MR (only) scan at PET/MR-WC** – uses same ROT rate as the "3T/7T MRI Scan" rate listed in CSIC Rate Table.
- **Cancellation Policy** - Study team must notify PET/MR 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/MR-WC**
Shared Scanner -

PET/MR Imaging

or

MR (Only) Imaging



PET/MR study required documents:

- **CSIC PET/MR-WC Study Application**
- 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: Written Directive (for dose order) is required to be provided to PET/MR Technologist as part of (or by completion of) Step 2 in order to set up radiopharmaceutical dose order process.



MR (only) study required documents:

- **CSIC PET/MR-WC Study Application** (please make a note on the application that only MR scans are needed)
- IRB approval letter with expiration
- Approved study protocol
- Approved Informed Consent Form
- MR Imaging Manual/Guide (as applicable for study)

Appendix B:

CSIC Scheduling System Instructions

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Note: Appointment requests for PET/MR scans, or MR only scans, at the shared PET/MR-WC scanner are submitted via CSIC's online scheduling system for the reserved research time on this shared research/clinical scanner. **Current research allotted scanning hours: Monday, 12:30 - 4:30pm; Tuesday, 12:00 - 4:00pm; and Thursday, 8:00am -4:00pm.** Due to the shared use agreement for this scanner, study teams are required to submit documentation needed to confirm the participant appointment **72-hours prior** (business days, weekends not included) to the scheduled appointment date. If the 72-hour confirmation process is not met, the time will be released for EHC clinical patient scans. See below for instructions to access and submit appointment requests for PET/MR-WC scanner 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 "**PET/MR.WC**" 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.**"