



Message: New ordering process for Diagnostic Imaging Study with Sedation

In order to improve our scheduling process for Diagnostic Imaging Studies with sedation, we have made some changes to our process. We are now utilizing a faxing system to communicate more efficiently with you and expedite our scheduling process.

1. Please complete the **Outpatient procedure request form** for **CT, ECHOCARDIOGRAM, EEG, MRI, ULTRASOUND, NUCLEAR MEDICINE AND FLUORO EXAMS**.
***MUST** include insurance, **prior authorization**, diagnosis, and types of exam.
If prior authorization is not needed, please provide documentation from insurance company.
2. Please complete the **Sedation Intake** form entirely (include M.D's signature).
3. Please complete the **Sedation Request** form.
4. Fax these forms back to the Diagnostic Imaging Department at 808-983-8710.
5. Once we receive these completed forms, we will call parents to schedule and our nurses from the Kapi'olani Call Center will call to confirm the appointment time. For any sedation Instruction questions, please call 808-535-7927.
6. You will need to inform patient to obtain a **Pre-Sedation History and Physical** within 7 days of the appointment.

Thank you for assisting us in providing safe and effective sedation services for your patient. If you have any scheduling questions or suggestions for further improvement, please contact Imaging scheduling at 808-983-8626.

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