

## **Outpatient Testing Scheduling Instructions for Dr. Bourgeois**

If your doctor has ordered an outpatient test (MRI, CT scan, CT Arthrogram Ultrasound, etc.), the following steps will take place:

- **Upon leaving our office with orders for an outpatient test, you should make a follow up appointment 2 weeks from the date your test was ordered.**
- Our office will call your insurance company and authorize the test. The authorization process could take up to **3-5 business days**. Once authorized, our office will fax orders to the facility that will conduct your test. Our office will contact you to let you know that this process is complete and that you should be hearing from the diagnostic testing facility/hospital.
- The diagnostic testing facility/hospital should contact you within another **2-3 business days** to schedule the appointment for your procedure. If you haven't heard from the facility within the next **4-5 business days** contact our office so we can find out the status of your test.
- The office policy is to give test results at the follow up appointment, not over the phone unless otherwise stated by your physician. Our office should have the results within 1 week. **(Your follow up appt. should have been made upon leaving our office when the test was originally ordered.)**