

# CT (Computed Tomography) Scan Appointment Scheduling Information for Adult Patients

Patient Name: \_\_\_\_\_ MRN: \_\_\_\_\_

Date of CT: \_\_\_\_\_ \*Arrival Time: \_\_\_\_\_ Time of scan: \_\_\_\_\_ Estimated Duration of scan: \_\_\_\_\_

Type of CT: \_\_\_\_\_  
 without sedation (no medication needed for scan)  
 with oral sedation (applies to medication given by mouth)  
 with anesthesia (see checklist below)  
 with contrast (see checklist below)

Location of CT Appointment:  Rutledge Tower, 1<sup>st</sup> Floor, Suite 128 (see directions page 2)  
 Main Hospital, 3<sup>rd</sup> Floor Clinical Science Building (see directions page 2)  
 Ashley River Tower, (ART) 2<sup>nd</sup> Floor

**If no proof of insurance is present, a visit deposit will be required in the amount of \$\_\_\_\_\_.**

**\*Note:** To allow for the completion of necessary information before your scan, please plan to arrive in the reception area at the arrival time above. For questions about your CT appointment, please contact our office at 843-792-9729. This time has been reserved for you. If you need to reschedule or cancel this appointment, kindly give us 24 hours notice.

## A Checklist for CT Patients

Our goal, in Radiology services, is to provide you with the best possible information in order to prepare you for your scheduled CT scan. Please read the following information carefully and contact our office with any questions.

- Upon arrival for appointment, please proceed to Central Registration in the Hospital. Instructions will be provided on how to locate the CT check-in desk.
- If you do not require sedation/anesthesia for your CT scan, the "arrival time" stated above should be **15 minutes prior** to your "time of scan." It is important that you arrive early to allow our staff to complete necessary information before your CT scan. Please be prepared to wait or reschedule your CT scan **if you are late.**
- If you do require sedation or anesthesia for your CT scan, the "arrival time" stated above should be **1 hour prior** to your "time of scan" and you will need to **bring a driver.** Sedation or anesthesia will not be provided if you do not have a driver with you at arrival. Also, please bring a list of medications with you.
- Depending on the type of CT Scan, you may be required to pick up the oral contrast with instruction on when to drink the oral contrast prior to your scan time. This oral contrast can be picked up at Rutledge Tower 1<sup>st</sup> floor, Main Hospital 3<sup>rd</sup> floor or Ashley River Tower 2<sup>nd</sup> floor locations. **Failure to drink oral contrast as directed may delay procedure for up to two hours.**
- If needed, you may receive a contrast by injection or through an IV line. You may experience flushing, nausea, a headache, salty or metallic taste when the contrast is injected. **If you have had a contrast reaction in the past, you should discuss this with your doctor prior to the CT scan so pre-medications can be given or select another type of test.**
- CT exams take 10 minutes to 45 minutes to complete depending on the type of exam. You will be asked to remain still on a flat table during the scan. Our technologist will make sure you are comfortable during the scan. Please notify your doctor immediately if you feel this may be difficult for you.

### **Possible Restriction that may prevent you from having a CT Scan**

**If you are pregnant or think there is a chance you are pregnant, there may be a potential risk to the fetus, especially in the first trimester of the pregnancy. If a woman is pregnant, she should inform her doctor of her condition and discuss if other potential methods of testing might be more appropriate.**

\*The above item may restrict our ability to perform a CT scan. If you have questions, please contact your ordering doctor or our scheduling office at 843-792-9729.

Metal objects can cause interference with the CT scan. Please do not bring coins, lighters, jewelry, partials or dentures, watches, hearing aids, keys or credit cards into the exam room. \*If you are unsure if an item will cause interference with your scan, please ask a staff member. Items may be locked in provided lockers.

## Where is my appointment and how do I get there?

### □ **Main Hospital, 3<sup>rd</sup> Floor Main Hospital, Clinical Science Building**

(Traveling from Jonathan Lucas Parking garage and G-Lot)

- Enter Main Hospital from Jonathan Lucas Street ramp. There is an information desk at the entrance to the Main Hospital.
- Inside the building, elevator B is the second right. Take this elevator to the 3<sup>rd</sup> floor.

(Traveling from the Ashley-Rutledge Garage)

- Take the garage elevator to the second floor Rutledge Tower Connector and follow coordinator to Children's Hospital.
- Turn right at the end of the Rutledge Tower Connector and follow signs to the Clinical Science Building, elevator B to 3<sup>rd</sup> floor.
- There is a slight ramp up and elevator B is to the immediate left at the top of the ramp. Then go to Radiology Centralized Registration

### □ **Rutledge Tower, 1<sup>st</sup> Floor**

(Traveling from the 1<sup>st</sup> or 2<sup>nd</sup> floor of the Ashley-Rutledge Parking Garage)

- Parking is available in the Ashley- Rutledge Garage, accessible from Ashley and Rutledge Avenues.
- You may enter Rutledge Tower on the second floor connector from the garage or by crossing the surface lot located on the first floor.
- Radiology is on 1<sup>st</sup> floor, Suite 128 of Rutledge Tower.

### □ **Ashley River Tower (ART) 2<sup>nd</sup> Floor**

- Valet parking is available as well as handicap underneath Ashley River Tower.
- From the front entrance or via the crosswalk on 3<sup>rd</sup> floor from the Courtenay Drive Garage that enters onto the Mezzanine floor.
- Go to centralized registration on 1<sup>st</sup> floor and then report to 2<sup>nd</sup> floor for Radiology services check-in.

**A Note to Patients Regarding Parking:** CT services are provided in several locations. For your convenience, informed staff are located at all of our main entrances. Our staff is eager to help you in reaching your destination in a timely manner. Please note, our facility is large and often a significant amount of walking is required to reach your appointment location. Handicap parking is available in all patient parking garages as well as the G-Lot and Rutledge Tower surface lot. Should you require assistance in moving throughout our campus, please request help at the information desk located at each main entrance or contact 843-876-0411.

## Frequently Asked Questions & Answers

1. **What is a CT Scan and how does it work?** CT (Computed Tomography) is advanced technology that helps detect conditions that cannot be seen on regular x-ray studies. The CT Scan also helps check progress during or after treatment. The CT scanner is an X-ray machine, (similar to the shape of a doughnut), that rotates around scanning the body. The computer uses readings taken from those X-rays to make an image on a video screen. Because of radiation used to do a CT Scan, it is important that you be aware of the "possible restrictions" on page one.
2. **Is a CT scan safe for me?** CT is relatively safe and uses radiation to acquire images of the body. The key to having a CT is holding very still – like a statue. You will be positioned on a flat table for, up to, 1 hour for this scan. If you are pregnant, make sure your doctor ordering the exam knows. You and your doctor can then decide if you should have the CT Scan. You and your technologist will be able to communicate prior to and during the scan. Our technologist will make sure you are comfortable during the scan. Please notify your doctor immediately if you feel this scan may be difficult for you.
3. **How should patients prepare for a CT scan?** Most patients will stick to their normal routine for diet, medications, work, school or sports. If you are having an abdominal scan, do not eat or drink anything for 4 -6 hours prior to the CT. Remember to allow enough time to travel to our facility, park and travel to your appointment location by the "arrival time" stated on page 1.
4. **Can children have a CT scan?** Yes, CT services are available to children. These CT scans are scheduled in our Main Hospital Location on the 3<sup>rd</sup> floor of the Clinical Sciences Building and can be scheduled with sedation or anesthesia. Patients and their guardian(s) will be provided with all necessary information prior to scheduling the CT scan.