

# VALLEY DIAGNOSTIC IMAGING SERVICES

---

## PET/CT Imaging Order Checklist

To order a PET scan OR PET imaging PLUS Diagnostic CT for your patients, please **fax all forms listed below to Valley Diagnostic Imaging Services-Olympic Building #425.690.9751**. Our staff will contact the patients' insurance company and obtain the required authorization. The patient will be contacted by our staff and scheduled for their appointment. The end section of the packet is for the patient to take with them for prep instructions and directions to the Medical Arts Center location where PET exams are performed.

- Order request & patient registration form including:
- Primary Diagnosis
- Copy of patient's insurance card (Front & Back)
- Statement of Medical Necessity (Physician letter or dictated in Medical Record)
- Patient history/recent progress notes
- Pathology reports
- Any history of treatment for the primary diagnosis
- Diagnostic imaging reports (if not from VDIS or VMC)

### General Guidelines:

- Diabetic patients must have a 3-day account of their blood sugar readings. These readings may be done on a home monitor. The PET Coordinator will contact the patient a few days before the appointment to schedule the ideal time to get the best results.
- Chemotherapy, in general, should be completed 6 weeks prior.
- Radiation Therapy, in general, should be completed 1-2 months prior.
- Bone Marrow Stimulant Therapy, in general, should be completed 2 weeks prior. One month is ideal.
- Diagnostic CT may be ordered along with PET, if specifically requested. Otherwise PET with non-diagnostic CT will be performed. Non-diagnostic CT is used for improved PET quality, but is performed without oral and IV contrast, and while the patient breathes. Thus it is of limited diagnostic utility by itself.

Please feel free to contact us with any **scheduling questions at 425.690.6290**.  
If you would like to speak with one of our radiologists, please feel free to call at any time, 253.661.4755.