**QUICK GUIDE TO SCAN PROCEDURES AT NYSPI**

**At least two weeks before scan**

1. **Obtain any necessary approvals for implants, tattoos, or any other items that require additional review per the MRI Unit Screener – email** **Larry.Kegeles@nyspi.columbia.edu****,** **matthew.riddle@nyspi.columbia.edu** **and** **mri.operators@nyspi.columbia.edu** **regarding any approvals needed**

**Within 24 hours of scan**

1. **Complete the MRI Unit Screener with the participant (we recommended not “submitting” the screener until the day of the scan)**
2. **Attach PDF of signed consent form to the screener in REDCap**
3. **Attach PDF of approval email(s) to the screener in REDCap**
4. **Attach PDF of any relevant medical documentation to the screener in REDCap**

**The Day of the Scan**

1. **If applicable, administer pregnancy test and submit results via REDCap**
2. **Finalize MRI Unit Screener in REDCap and “Submit”**
3. **Email PDF of MRI Unit Screener, signed consent and any other documentation to** **mri.operators@nyspi.columbia.edu** **– note: This step may be eliminated in the future, but is currently necessary**
4. **Inform MRI Operators of any additional requests needed (additional padding, MRI Compatible wheelchair, etc.)**
5. **Arrive at the MRI Suite no sooner than 15 minutes prior to scheduled scan time unless approved by MRI Staff**

**After arrival at MRI Suite**

1. **Have subject remove ALL items listed on the MRI screener and anything that would be incompatible with the scanner, pose a safety issue, or cause discomfort during the scan**
2. **Check in with MRI Operator on duty to verify that participant is clear to enter**
3. **Bring participant into the “on deck” area, and wand the subject within view of the MRI Operator**
4. **Proceed with scan once cleared by the MRI Operator**
5. **Study Group staff members should remain in MRI suite during scan**

[**https://nyspi.org/mriforms**](https://nyspi.org/mriforms) **- MRI Website with Links to all REDCap forms**

**Relevant Emails:**

**Julissa.Osorno@nyspi.columbia.edu** **– MRI Operator**

**Jenna.Anderson@nyspi.columbia.edu** **– MRI Operator**

**Xiangling.Mao@nyspi.columbia.edu** **– MRI Operator, weekends**

**Shiva.Kalaiselvan@nyspi.columbia.edu** **– MRI Administrator**

**Matthew.Riddle@nyspi.columbia.edu** **– MRI Operations Director**

**MRI.Operators@nyspi.columbia.edu** **– MRI shared mailbox (goes to all)**

**Larry.Kegeles@nyspi.columbia.edu** **– MRI Medical Director, NYSPI**

**Rachel.Marsh@nyspi.columbia.edu** **– Director of Imaging, NYSPI**

**Feng.Liu@nyspi.columbia.edu** **– Pulse Sequence Physicist**

**Yunsuo.Duan@nyspi.columbia.edu** **– RF Coil Engineer**