**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**](mailto:Larry.Kegeles@nyspi.columbia.edu)**,** [**matthew.riddle@nyspi.columbia.edu**](mailto:matthew.riddle@nyspi.columbia.edu) **and** [**mri.operators@nyspi.columbia.edu**](mailto: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**](mailto: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:**

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