



**RICHARD M. SELDES, M.D.**

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**MRI/CT SCAN/BONE SCAN/ARTHROGRAM POLICY**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

Dr. Seldes has ordered a radiological examination for you. The office policy regarding this test is as follows.

- If your plan does not require authorization you can call the facility we referred you to and set up your appointment.
- If your insurance plan requires authorization the facility we are referring you to can obtain this for you. If you are making your appointment with Gramercy MRI you should speak with Michelle Thomas, 212-477-8180. If you are going to University MRI on the 9<sup>th</sup> floor in our building you should speak with Janet, 212-260-2500. If for whatever reason there is a problem obtaining the authorization we will obtain the authorization within 2-3 business days. When the authorization number is obtained we will call and give it to you.
- If you choose to go to another facility other than the one we offer you will need to provide us with the name, address, and phone number of the facility. We require **3 business days** to obtain authorization. When we call and give you the authorization number you may make your appointment. Choosing another facility makes you, the patient, responsible to bring your films and report to our office for a follow up with Dr. Seldes.
- When our office is in receipt of the radiological report and film, we will call you to make a follow-up appointment. FOLLOW-UP'S ARE MADE ONLY **AFTER** WE ARE IN RECEIPT OF THE FILMS AND REPORT.
- DR. SELDES **DOES NOT** DISCUSS RESULTS OVER THE TELEPHONE. You must come in to discuss the results with the doctor.

We will adhere to our policy as much as possible so please do not be offended if your request is not granted. We appreciate your cooperation and apologize for any inconvenience this may cause.

Sincerely,

The office of Dr. Seldes  
Board Certified Orthopaedic Surgeon  
Shoulder, Hip & Knee Specialist