

Radiotracer Orders

All PET participants must have a valid radiotracer order for each PET study.

1. Order requests should be submitted electronically to the Brain Mapping CNMT ([Mary Susselman](#)).
2. Submissions must include:
 - A completed signature page of the consent form (not the whole consent)
 - A physical exam form, including vitals
3. An example of an email request can be found below.
4. Here is a template for the [PET Neuro Exam Form](#). You may also use your own exam template for the exam if you prefer. Vitals are required, no exceptions.
5. The CNMT will send out a DocuSign package to you and Dr. Czernin to review and sign.
6. When you receive the DocuSign package you will need to input the patient info on the radiotracer order form. DocuSign will guide you through the fields.
7. All orders MUST be signed prior to the PET scan. Please submit the request at least 1 week prior to the scan to give Dr. Czernin sufficient time to review and sign it.
8. Orders and consent forms will be reviewed prior to the PET acquisition. If any documentation is missing the scan will be cancelled.

This is a sample email for requesting orders. Please edit underlined sections as needed.

Please find attached: PET consent signature page and exam page for subject “subject’s initials.”

The PET scan is scheduled for JUNE 23, 2024 at the Brain Mapping Center.

Project Title: insert title

PI Name: insert name

Thank You!