August 1, 2012

To: All C-Arm Users

Re: New Policy Changes for C-Arm Usage from 2012-2013 (fiscal Year)

Hello,

In order to assure all interested users appropriate account information we ask that you follow the outlined procedures:

1. Please complete the C-arm request with all of the appropriate information
   a. For UT funds: PID #, Fund # and Department ID is required.
   b. Outside company: address, contact name and phone number
2. Outside companies ask for estimated charges first.
3. Return completed form to escobara@uthscsa.edu for approval
   a. At least one week prior to the date of surgery/workshop or procedure.
   b. For weekend service the form needs to be in place at least Two weeks
4. Janey Briscoe representative must be present to operate the machine during the procedure.
5. All users will be charged fees for a minimum of 1 hour.
6. Any time after 5 M-F is considered after hours and charges are like as showing for a representative time
7. Emergency requests, which include all C-Arm requests with less than 48 hours notice, will incur an additional fee.
8. Cancelation after place the form and the time is blocked any cancelation will have extra charges;
   a. 10% of the hrs time will be blocked and if the c-arm request is cancelled one week prior procedure.
   b. 30% if cancelation is 48 hrs or less of the block time to procedure.

All billing and any questions regarding billing, call 567-4622. Please see attached C-arm form and updated charges.

We appreciate your attention to this matter and if you have any questions please contact the Briscoe Center at the extension above.

Sincerely,

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