



Next Generation Solutions

Order Request Checklists Head and Neck Exams

Getting ready to place an order

Knowing what information you'll need for each order saves time. Our head and neck order request checklists can help you identify and collect the information you need to enter an order request. We recommend that you print a copy or save it to your computer to keep on hand when preparing to submit an order for a head and neck exam.

INFORMATION YOU'LL NEED FOR HEAD AND NECK ORDER REQUESTS

For ALL head and neck order requests, you will need:

- Patient first and last name
- Ordering provider first and last name
- CPT code and the name of the exam you're requesting
- Diagnostic code (ICD9) or description and name of your patient's diagnosis
- The name and location of the facility where the exam will be performed

For MOST head and neck order requests, you may also need:

- Reason or indication for ordering this exam
- Any previous imaging exams and testing, the date, and the results, such as an ultrasound or Doppler study, x-ray, eye exam, or hearing test.
- Physician's or consultants' physical exam, for example, neurological examination, and abnormal physical exam findings.
- Patient's pertinent medical history: diabetes, smoking, or hypertension, and where applicable, family history, congenital disease, cancer history and seizures
- Physician's plan for the patient, for example, surgery, treatment evaluation, or surveillance
- The patient's current signs and symptoms and if they are new or worsening?

Looking for a specific exam?

The following pages list the information that is typically required for specific head and neck exams and associated diagnoses. Not all information is needed for every exam, and sometimes additional information is required, however to be thoroughly prepared it is suggested to gather this information from or have access to the patient's chart prior to starting your order request.

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Brain MRI

FUNCTIONAL MRI

- Reason for ordering the exam; preoperative tumor or seizures
- The area of interest in the brain is close to verbal or motor function
- Replacement for Wada test or direct electrical stimulation

Brain MRI or Head CT

ACOUSTIC NEUROMA

- Reason for this exam; diagnosis, management, or surveillance
- Symptoms of recurrence
- Follow up after treatment, surgery, or incomplete surgery

DEVELOPMENTAL DELAY

- Reason for this exam; cerebral palsy or global developmental delay
- Areas of significant delay or loss of milestones; speech, cognition, social or personal, or activities of daily living

HYDROCEPHALUS and MACROCEPHALY

- Results of ultrasound and date

MENTAL STATUS CHANGES

- Abnormal neurological exam findings

PITUITARY LESION

- Results of laboratory testing for neuroendocrine abnormalities; urine cortisol levels, dexamethasone suppression, growth hormone, prolactin level, or gonadotropin levels

SEIZURE DISORDER

- Abnormal neurological exam findings
- Type of epilepsy or type of seizures. Idiopathic epilepsy? Febrile or partial seizure? New onset?
- Result and date of electroencephalogram (EEG)
- Duration, severity, and frequency of seizure.
- Prior to stopping seizure medication
- Prior MRI for seizure disorder, date and result

SYNCOPE

- Abnormal neurological exam findings or persistent neurological symptom
- Witnessed or highly suspected seizure

VERTIGO OR DIZZINESS

- Symptoms recurrent, persistent, or unexplained
- Results of audiogram or auditory brainstem response (ABR)

VISUAL DISTURBANCE

- Date and results of complete eye exam

Brain MRI

DEMENTIA

- Initial evaluation
- Rapid progression of known dementia

HEADACHE

PEDIATRIC

- Headache characteristics; change in quality of previously stable headache
- Abnormal neurological exam findings
- Medical treatment, length of time of treatment, and effectiveness of treatment
- Prior imaging for headache, date and results
- Family history of migraines

ADULT

- Abnormal neurological exam findings
- Headache characteristics; thunderclap or worst headache of one's life, cluster or trigeminal, positional, exacerbated by exertion or valsalva, increasing frequency or severity
- History of immunodeficiency, cancer, or subacute trauma
- Neck stiffness, pain, facial pain, or fever

HEARING LOSS

- Results of audiogram or auditory brainstem response (ABR)
- Characteristics of hearing loss; sudden onset, asymmetrical, or unilateral

MULTIPLE SCLEROSIS

- Abnormal neurological exam findings, signs and symptoms of progression
- New diagnosis, evaluation to treatment, or surveillance

SYNCOPE

- Abnormal neurological exam findings or persistent neurological symptom
- Witnessed or highly suspected seizure

TINNITUS

- Result of audiometry
- Asymmetrical or unilateral, pulsatile, sudden onset
- Abnormal neurological exam findings

WHITE MATTER DISEASES (OTHER THAN MULTIPLE SCLEROSIS, LISTED SEPARATELY)

- Initial diagnosis
- Evaluation of neurological signs and symptom changes

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Brain PET Scan

ALZHEIMER'S DISEASE OR FRONTAL LOBE DEMENTIA

- Documentation of diagnostic criteria for Alzheimer's disease or frontal lobe dementia of at least six (6) months, documented cognitive decline, or documented diagnosis of Alzheimer's disease or frontal lobe dementia.
- Will FDG PET clarify diagnosis for treatment?
- Prior testing did not clarify diagnosis
- Description of patient's clinical presentation (symptoms)
- Prior brain PET scan
- Checklist: Physician evaluation done by MD with experience in Alzheimer's disease or frontal lobe dementia, mini mental status exam (MMSE), comprehensive medical history, assessment of activities of daily living (ADLs), complete physical exam, neurophysiological testing, laboratory tests (B12 and thyroid hormone), and prior MRI or CT scan

BRAIN TUMOR

- Initial diagnosis or staging
- Follow up to differentiate post treatment scarring from residual or recurrent disease
- PET replaces conventional imaging (CT, MRI, or US)
- To avoid invasive procedure or to determine location for procedure

REFRACTORY SEIZURES

- Failure of convention treatment for seizures?
- Presurgical evaluation or resection of seizure foci is advised
- Complex partial seizures? Avoidance of implanted electrodes?

Head CT

DEMENTIA

- Contraindication to MRI
- Initial evaluation
- Rapid progression of known dementia

HEADACHE

PEDIATRIC

- Headache characteristics; sudden onset and severe, thunderclap, worst headache of life
- Abnormal neurological exam findings
- Family history of central nervous system disorders or predisposition to develop same
- Developmental delay
- Headache characteristics; change in quality of previously stable headache
- Prior CT for headache
- Family history of migraine
- Medical treatment, length of time of treatment, and effectiveness of treatment

ADULT

- Abnormal neurological exam findings
- Headache characteristics; thunderclap or worst headache of one's life, cluster or trigeminal, positional, exacerbated by exertion or valsalva, increasing frequency or severity
- History of immunodeficiency, cancer, or subacute trauma
- Neck stiffness, pain, facial pain, or fever

MULTIPLE SCLEROSIS

- Abnormal neurological exam findings, signs and symptoms of progression
- New diagnosis, evaluation to treatment, or surveillance
- Contraindication to MRI

SENSORINEURAL HEARING LOSS

- Contraindication to MRI
- Hearing loss confirmed by audiogram
- Characteristics of hearing loss; sudden onset, asymmetrical, or unilateral

TINNITUS

- Result of audiometry
- Asymmetrical or unilateral, pulsatile, sudden onset
- Abnormal neurological exam findings
- Contraindication to MRI

TRAUMA

- Reason for exam; motor vehicle collision (MVC), non MVC trauma, nonaccidental head trauma
- Bleeding diathesis, intracranial shunt

WHITE MATTER DISEASES (OTHER THAN MULTIPLE SCLEROSIS, LISTED SEPARATELY)

- Initial diagnosis
- Evaluation of neurological signs and symptom changes
- Contraindication to MRI

Head CT Angiography or Brain MR Angiography

CONGENITAL ANOMALIES OF THE CEREBRAL CIRCULATION

- Prior to an interventional procedure

HEADACHE

- Headache characteristics; sudden onset of worst headache of life, positional, or exertional

PULSATILE TINNITUS

- Is tinnitus pulsatile?

CEREBROVASCULAR ACCIDENT

- Date and result of recent head CT or brain MRI

Maxillofacial (Sinus) CT

NASAL AIRWAY OBSTRUCTION NOT RESPONDING TO MEDICAL TREATMENT

- Nasal airway obstruction is not responding to medical treatment

SINUSITIS OR RHINOSINUSITIS

PEDIATRIC

- Acute (duration up to 30 days), subacute (duration of 31-90 days), chronic (duration beyond 90 days)

ADULT

- Acute (duration up to 4 weeks), subacute (duration of 4 to 11 weeks), acute recurrent or rhinosinusitis (3 or more separate episodes in the PAST year), chronic sinusitis (12 weeks or longer), barosinusitis (responds only to decongestants or oral steroids)
- Immunocompromised
- Complication of abscess, meningitis, encephalitis, fungal sinusitis
- Type of treatment and duration of treatment

TEMPOROMANDIBULAR DISEASE (TMD)

- Panorex date and results

Neck (Soft Tissue) CT

PARATHYROID ADENOMA

- Parathyroid ultrasound or scintigraphy date and results
- Preoperative with abnormal anatomy
- Failed parathyroidectomy

FOREIGN BODY

- X-ray of the soft tissues of the neck, date and results

GLOTTIC LESION

- Endoscopy date and results

HOARSENESS

- Unexplained following direct visualization
- Prior non diagnostic imaging, date and result

LYMPHADENOPATHY

- Persistent and unexplained
- PEDIATRIC: ultrasound date and results, failed course of treatment for 6 weeks
- PEDIATRIC: constitutional symptoms: weight loss, night sweats, or fever; location, and characteristics such as size, pain, or ulceration

NECK MASS OR LESION

- Palpable or nonpalpable
- Confirmed on prior imaging, surveillance, tissue biopsy?
- Preoperative, complication (compression of the airway), infection, or hemorrhage
- Ultrasound date and results
- PEDIATRIC: ultrasound date and results, failed treatment for 6 weeks
- PEDIATRIC: constitutional symptoms: weight loss, night sweats, or fever; location, and characteristics such as size, pain, or ulceration

THYROID NODULE OR THYROMEGALY

- Thyroid ultrasound or scintigraphy date and results
- Preoperative
- Mass effect on airway

OSTEONECROSIS OF THE JAW

- Panorex date and result

STRIDOR

- X-ray of the soft tissues of the neck, date and results

TORTICOLLIS

- Ultrasound date and results
- Medical treatment duration of 4 weeks
- Cervical spine x-rays date and results

VOCAL CORD PARALYSIS

- Endoscopy date and results

Neck CT Angiography

EVALUATION PRIOR TO CARDIAC SURGERY

- Medical history and physical exam
- Current medical issues
- Smoking history

Neck CT and MR Angiography

STENOSIS OR OCCLUSION OF THE EXTRACRANIAL CAROTID ARTERIES

- Abnormal neurological exam findings
- Duplex doppler date and result

Orbit, Face, Soft Tissue of the Neck MRI

GLOTTIC LESION

- Endoscopy date and results

HOARSENESS

- Unexplained following direct visualization
- Prior non diagnostic imaging, date and result

LYMPHADENOPATHY

- Persistent and unexplained
- PEDIATRIC: ultrasound date and results, failed course of treatment for 6 weeks
- PEDIATRIC: constitutional symptoms: weight loss, night sweats, or fever; location, and characteristics such as size, pain, or ulceration

NECK MASS OR LESION

- Palpable or nonpalpable
- Confirmed on prior imaging, surveillance, tissue biopsy?
- Preoperative, complication (compression of the airway), infection, or hemorrhage
- Ultrasound date and results
- PEDIATRIC: ultrasound date and results, failed treatment for 6 weeks
- PEDIATRIC: constitutional symptoms: weight loss, night sweats, or fever; location, and characteristics such as size, pain, or ulceration

NASAL POLYPOSIS

- Refractory to medical treatment (failed treatment)

THYROID NODULE OR THYROMEGALY

- Thyroid ultrasound or scintigraphy date and results
- Preoperative
- Mass effect on airway

OSTEONECROSIS OF THE JAW

- Panorex date and result

STRIDOR

- X-ray of the soft tissues of the neck, date and results

TORTICOLLIS

- Ultrasound date and results
- Medical treatment duration of 4 weeks
- Cervical spine x-rays date and results

VISUAL LOSS

- Date and results of complete eye exam

VOCAL CORD PARALYSIS

- Endoscopy date and results

Orbit, Sella, Ear CT

FOREIGN BODY

- X-ray date and results

HEARING LOSS

- Type of hearing loss; conductive, sensorineural, or mixed

SENSORINEURAL HEARING LOSS

- Contraindication to MRI
- Hearing loss confirmed by audiogram
- Characteristics of hearing loss; sudden onset, asymmetrical, or unilateral

VERTIGO OR DIZZINESS

- Symptoms recurrent, persistent, or unexplained
- Results of audiogram or auditory brainstem response (ABR)

VISUAL LOSS

- Date and results of complete eye exam

Temporomandibular Joint (TMJ) MRI

JUVENILE IDIOPATHIC ARTHRITIS

- Established diagnosis of juvenile idiopathic arthritis (JIA)
- X-rays are insufficient for patient management
- Imaging results will direct treatment to intraarticular therapy or other change in management

TMJ JOINT DYSFUNCTION

- List of all treatments tried, length of time, and results

TRAUMA TO THE TEMPOROMANDIBULAR JOINTS

- Reason for exam; assessment of meniscal position and integrity