

Patient Name: RT#:

USER --> MR SIM --> HEADNECK --> HEADNECK

		Technologist
Setup	Review prior images in PACS	
	If patient consented for research: Setup power injector (see Table 1)	
	Patient changed into gown	
	Flat table overlay positioned on MRI couch and covered with sheet	
	External lasers reset (zeroed) prior to setting up patient	
	If patient consented for research: Place IV (left antecubital preferred)	
	Straighten patient using external sagittal laser	
	Ear plugs placed on patient	
	Immobilization mask completely dry before placement for imaging	
	Shoulder pulls placed on patient (if used in CT Sim)	
	Two large, flexible, body MATRIX coils wrapped around head and secured with straps	
	Large extremity coil positioned anteriorly over neck	
	Syringe or tongue depressor placed in mouth (if used in CT Sim)	
	Legs positioned on bolster	
Localizers	External lasers turned off	
Acquisition	Prescribe IACs to clavicle; check EPIC for specific instructions	
	Confirm positioning mode set to ISO for all sequences	
	Confirm auto-coil select off, coil selection appropriate, and coils same for each sequence	
	High order shim volume adjusted over neck and copied to each sequence	
	Confirm intensity uniformity correction set to Pre-Scan Normalize	
	High bandwidths or WARP used for metallic implants	
	Prescribe Neurography sequence over cervical lymph nodes	
	If "MR SIM with Interpretation", add missing diagnostic sequences	
	If patient consented to research: Run research sequences	
	If no research consent: Hand inject contrast volume	
	If no research consent: Contrast delay	90 sec
	Images screened for artifacts. If necessary, resolve artifact source and re-acquire	
Post-Scanning	Do we have what we need? If not, resolve or repeat if necessary	
	3D distortion correction applied to all images	
	3D distortion corrected images (_DIS3D suffix) sent to MIM_Clinical	
	Non-distortion corrected images (_ND or _DIS2D) deleted from PACS	
	Initials/Date:	

Table 1: Power Injector Settings

Contrast Media	Gadavist
Contrast Volume	0.1 mL/kg body weight
Injection Rate	2 mL/sec
Saline Flush	5.5 mL

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Date: 3/18/2020