

Patient Name: RT#:

USER --> MR SIM --> SPINE --> C/T/L SPINE

		Technologist
Setup	Review prior images in PACS	
	Patient changed into gown	
	Flat table overlay positioned on MRI couch and covered with sheet	
	External lasers reset (zeroed) prior to setting up patient	
	Position patient head-first	
	C-Spine: Ear plugs placed on patient	
	C-Spine: Immobilization mask completely dry before placement for imaging	
	C-Spine: Index lucite tray over spine array, then add extremity coil anteriorly	
	L Spine: Two large, flexible, body MATRIX coils around patient and secured with straps	
	T/L Spine: Headphones placed on patient	
	External lasers turned off	
Localizers	Body coil used for Set'N'Go Localizer	
	Confirm no orange FOV limits (if so, reposition patient)	
Acquisition	Center prescriptions over target volume	
	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 brain and copy to each sequence	
	Confirm intensity uniformity correction set to Pre-Scan Normalize	
	Use Ctrl+3, Ctrl+4 to align UPPER and LOWER axial groups. Do not junction over tumor	
	Do not change scan parameters between UPPER and LOWER axial groups	
	High bandwidths or WARP used for metallic implants	
	T Spine: Position two oblique saturation bands to suppress cardiac artifacts	
	L Spine: Position coronal saturation band to suppress respiratory artifacts	
	DWI: Optimize readout bandwidth to minimize effective echo spacing	
	If "MR SIM with Interpretation", add missing diagnostic sequences	
	If patient consented to research, run research sequences	
	Inject contrast by hand according to Table 1	
	Contrast delay	120 sec
	Did fat-sat work? If not, fix and rerun	
	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	
	If multi-site spine ordered, merge UPPER and LOWER sagittal images in Composer	
	Merge UPPER and LOWER axial slice groups in 3D Viewer	
	3D distortion correction applied to all images (Evaluation-->3D Distortion Correction)	
	_DIS3D images sent to MIM_Clinical (Do Not send first image of combined series)	
	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	Hand Injection
Saline Flush	N/A

Version 1.1
Date: 3/18/2020