

## Policies

### Booking

1. To accommodate research scanning:  
the Siemens is generally available Tuesday, Wednesday and Friday from 8 am - 4 pm;  
additional hours may be scheduled depending on the availability of MR technicians;  
regular maintenance is scheduled about twice monthly on Tuesday from 12-5 pm.
2. To maintain access to the scanner by all researchers:  
a researcher may schedule up to 8 hours of scanning time per week, with the exception that the Clinical Research Unit may schedule up to 8 hours of scanning per day but should not exceed 25% of research scanning time within any 6 month period.
3. To ensure efficient use of the research scanning facility:  
a researcher must specify the length of time needed for each scan and will be billed for that amount of time or more, if additional time is used;  
Cancellations: a researcher will not be charged for any scan cancelled at least 5 (five) working days before the scheduled time but will be charged for scans cancelled on shorter notice.  
(Five working days are the same as one calendar week)
4. To allow emergency clinical use of Siemens:  
the MUHC may use the scanner for an emergency clinical scan if the MNH scanner is not available due to mechanical failure. A research scan may be delayed but the scheduled research program for the day will be completed by extending the scanning hours as necessary.
5. To maintain commitment to the schedule:  
every effort will be made to avoid changes in the scanning schedule but staffing shortages, or machine or other problems may require that a confirmed scan be rescheduled. The researcher will be notified as soon as possible if a scan must be rescheduled and every effort will be made to reschedule in a short time.
6. To allow best use of technical assistance and to allow protocol development work:  
scans that do not use subjects (such as protocol development or phantom scans) will be scheduled after technicians' regular work hours These hours must be scheduled in advance.
7. To accommodate particular study schedules:  
a researcher may ask for additional technical support and/or blocks of time for 'off hours' scanning at an additional charge.

## **Booking Procedure**

All requests for scanning times are submitted to NSI through the website, [www.neurovision.ca](http://www.neurovision.ca)

The Researcher will

1. Complete an on line scan request with 1) the name of the Principal Investigator and 2) an Ethics Committee approval number for the particular study.
2. Review the on line Siemens schedule to see available scan times and indicate 1) a preferred date and time for the same scan, 2) an alternative date and time for the scan, and 3) the length of time needed for the scan.
3. Receive by email from NSI an assigned date and time for the scan.
4. Confirm by email back to NSI that you will use the assigned scanning time.
5. Submit a completed MR Research requisition and a subject consent form to the MNI-H MR Department prior to the scan. The MR Department should receive these forms 24 hours in advance of scan. The MR techs may refuse to do a scan if the requisition and consent form are not in hand before the subject arrives. The MR Department phone is 398-8510 and the fax is 398-8897.
6. If necessary, cancel any scan at least 5 (five) working days prior to the confirmed scan time by submitting an online cancellation notice or by email to [nsi@po-box.mcgill.ca](mailto:nsi@po-box.mcgill.ca). Note that shorter notification of cancellation or 'no shows' will be billed to researcher.
7. In an unusual circumstance, receive notification from NSI or the MR Department of the need to reschedule a confirmed scan.

## **Billing Policies**

1. Researchers will be billed for the length of time they reserve on the scanner, or for the time used if a scan exceeds the scheduled time. Upon completion of a scan, MR Department technicians will indicate the amount of time used on the research requisition.
2. Researchers will be billed for time reserved on the scanner if cancellation is made less than 5 (five) working days before the scheduled scanning time.
3. Researchers will be billed for additional labor costs if they request scanning time outside technicians' regular work hours.
4. Researchers will be billed a reduced rate for development time (ie. scans using no subject such as protocol development or phantom) done after technicians' regular working hours.

## **Payment Policies**

1. NSI accepts checks from McGill or other institutions.
2. NSI may refuse booking requests from any researcher with an amount of \$1000 or more due for scanning services.

## **MR Cancellation Policy**

A researcher will not be charged for any scan canceled at least 5 (five) working days before the scheduled time. For example, if a scan is scheduled for 1 pm on Monday, the researcher must cancel by 1 pm on the preceding Monday to avoid charges.

A researcher will be charged for any scheduled time for scans cancelled on short notice (less than 5 working days).