

## Fetal Assessment Unit

### Kingston Health Sciences Centre - Kingston General Hospital Site

Instructions for booking an appointment for your patient.

**Please do not fax requisitions prior to being given an appointment date and time.**

Please call **613-548-1385**. In the event that I am unable to take your call; please follow the protocol below and leave a message:

1. Your name and number for me to call with an appointment date and time.  
Please provide your *private number* or *instructions to bypass* your phone message.
2. The first and last name of the practitioner that is ordering the test. Please spell the name if it is a unique name that is not easily understood.
3. State the type of procedure you are requesting. If it is an Anatomy scan we require a BMI (Body Mass Index) for the patient in order to select the best timeframe for a successful scan.
4. State patient name and date of birth. Please spell the name if it is a unique name that is not easily understood.
5. State the patient's health card number.
6. Provide the LMP or DD for the patient.

We will call you with an appointment date and time. Please write this on your requisition and **fax all paperwork to 613-548-1320**.

If you plan to have us provide additional scans for your patient: when faxing us; it is easiest for our office if you fax us the **whole package** when you have received that first appointment.

Depending on your request the following would be considered a **whole package**:

Requisitions for: a) Dating scan

b) NT scan- please fax us the *North York Hospital lab requisition* as well. It is not uncommon for the patient to forget to bring it with her.

c) Anatomy scan – we will book this appointment with the patient in person at her NT appointment.

We also require copies of all previous scans done elsewhere for this pregnancy.

If for any reason your patient no longer requires her appointment; please call and let us know.

Please advise your patient to arrive 30 minutes prior to her appointment time with a full bladder—24oz (750 ml.) 1 hour prior.

General reminders:

- When booking follow-up appointments please note that we generally try to book 2 weeks after the patient's last scan.
- We require a BMI (Body mass index) for your patient. Based on this, patients' with a higher BMI will be scheduled later in her pregnancy. Some as late as 23 weeks. This allows us to obtain the best possible images for your patient.
- We will provide 2 free ultrasound pictures at no cost, to the patient during her NT scan. More extensive pictures are taken during the Anatomy scan and these are available for purchase at a cost of \$25.