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## *Procedure & Prep Manual*

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The Hill Medical Center  
1000 E. Genesee Street  
Suite 100  
Syracuse, NY 13210  
(315) 472-8835  
Fax (315) 476-3712

Clay Medical Center  
8100 Oswego Road  
Suite 120  
Liverpool, NY 13090  
(315) 652-1020  
Fax (315) 652-4578

West Taft Medical Park  
4820 W. Taft Rd.  
Suite 114  
Liverpool, NY 13088  
(315) 453-5004  
Fax (315) 453-2412

Brittonfield  
4939 Brittonfield Pkway.  
Suite 102  
E. Syracuse, NY 13057  
(315) 634-6690  
Fax (315) 634-6691

# *CNY Diagnostic Imaging Associates*

## **THE HILL MEDICAL CENTER**

*1000 E. Genesee St., Ste. 100 • Syracuse, NY 13210*

*Phone: (315) 472-8835 • Fax: (315) 476-3712*

Services offered:

- MRI
- Breast MRI
- CT - 64 Slice
- Ultrasound including Doppler
- Digital Mammography
- General Radiology including Fluoroscopy
- Bone Densitometry

## **CLAY MEDICAL CENTER**

*8100 Oswego Rd., Ste. 120 • Liverpool, NY 13090*

*Phone: (315) 652-1020 • Fax: (315) 652-4578*

Services offered:

- MRI
- Breast MRI
- CT
- Ultrasound including Doppler
- Digital Mammography
- Nuclear Medicine
- General Radiology including Fluoroscopy
- Bone Densitometry

## **WEST TAFT MEDICAL PARK**

*4820 West Taft Rd., Ste. 114 • Liverpool, NY 13088*

*Phone: (315) 453-5004 • Fax: (315) 453-2412*

Services offered:

- MRI
- Ultrasound including Doppler
- Digital Mammography
- Stereotactic Breast Biopsy
- General Radiology
- Bone Densitometry

## **BRITTONFIELD**

*4939 Brittonfield Pkwy., Ste. 102 • East Syracuse, NY 13057*

*Phone: (315) 634-6690 • Fax: (315) 634-6691*

Services offered:

- MRI
- Breast MRI
- MRI Breast Biopsy
- Nuclear Medicine
- Gammagram
- CT
- Ultrasound including Doppler
- Digital Mammography
- General Radiology including Fluoroscopy
- Bone Densitometry

*As always, our offices are staffed by radiologists who protocol each exam to meet the individual needs of your patients. Results can be called immediately if requested.*

**CNY-XRAY (269-9729)**

[www.cnydiagnosticimaging.com](http://www.cnydiagnosticimaging.com)





## **INTRODUCTION**

CNY Diagnostic Imaging Associates has been serving the Central New York area since 1979. We were the first multimodality out-patient imaging center in Central New York. With four convenient locations, we offer high quality imaging services that emphasize prompt service to patients and their referring physicians in a pleasant atmosphere. Exams are individually tailored to patients needs and monitored by on-site radiologists. Accurate imaging services and patient care remain our top priority.

CNY Diagnostic Imaging Associates provide diagnostic imaging services in **Digital Mammography, Stereotactic Breast Biopsy, MRI, including MRI of the Breast, and MRI Breast Biopsy, Nuclear Medicine, Gammagram, CT, Ultrasound including Doppler, Bone Densitometry, Fluoroscopy, and General X-ray Procedures.**

Our offices keep up to date on the latest requirements for radiology facilities. We have been accredited by the American College of Radiology (ACR) for Digital Mammography, Ultrasound, CT, MRI, Nuclear Medicine and Vascular Ultrasound. We have met all the necessary requirements for this which included peer review evaluation of the staff qualifications, equipment, quality control, quality assurance programs, image quality and radiation dose.

As CNY Diagnostic Imaging Associates continues to meet the needs of patients and referring physicians, the commitment to provide accurate imaging services and patient care remains our top priority.

We hope this manual will assist your office in providing information for patient scheduling and exam preparation. Please call us if you have any questions or need additional assistance.

**Please note: We offer free parking at all our locations. Directions and Map to our locations is located at the end of this Manual.**

Thank you for choosing CNY Diagnostic Imaging Associates for your patient's imaging needs.

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TABLE OF CONTENTS (Map & Directions on back page)

<b>ORDER OF EXAMS &amp; COMBINATION STUDIES</b>		4
<b>EXAMS THAT CANNOT BE DONE ON THE SAME DAY</b>		5
<b>PART I:</b>	<b>BONE DENSITOMETRY (DEXA)</b>	6
<b>PART II:</b>	<b>CT: General Information</b>	7
	CT Abdomen	8
	CT Angiogram	8
	CTA Aorta with Runoff	8
	CT Brain	8
	CT Chest	8
	CT Cervical Spine	9
	CT Enterography	9
	CT Extremities	9
	CT Guidance for Liver & Spleen Biopsy: <i>Not offered</i>	
	CT Guidance for radiotherapy fields	10
	CT IAC's, pituitary	10
	CT Lumbar Spine	10
	CT Neck	10
	CT Orbits	10
	CT Pelvis	11
	CT Sinuses	11
	CT Thoracic Spine	11
	CT IVP/Urography	11
<b>PART III:</b>	<b>FLUOROSCOPY: General Information</b>	12
	Arthrograms	13
	Barium Enema: <i>not offered</i>	
	Barium Swallow/Esophogram	13
	GI Series	13
	Hip Injection	13
	HSG (Hysterosalpingogram)	14
	Small Bowel Series	14
	VCU: <i>Not offered</i>	
<b>PART IV:</b>	<b>GENERAL (ROUTINE) RADIOLOGY</b>	15
	IVP(Intravenous Pyelogram): <i>Not offered</i>	
	See CT IVP/Urography	
	General Exams	15
	Special Radiographic Exams:	16
	Motility Study	
	Skeletal Survey	
<b>PART V:</b>	<b>MAMMOGRAPHY (DIGITAL)</b>	17&18
<b>PART VI:</b>	<b>MRI: Procedure &amp; General Information</b>	19&20
	MRI Breast	21
	MRI Breast Biopsy	21
	MRI Enterography	21

<b>PART VII:</b>	<b>NUCLEAR MEDICINE:</b> General Information	22
	Bone Scans	23
	BONE S.P.E.C.T. <i>Not offered</i>	
	Cardiac Scans: <i>Not offered</i>	
	Gallium Scans	23
	Gammagram	23
	Gastric Emptying	24
	GI bleeds	24
	HIDA or Biliary Scans	24
	Liver/Spleen Scans	24
	Liver S.P.E.C.T. <i>not offered</i>	
	Lung Scan: Ventilation & Perfusion: <i>Not offered</i>	
	Meckels Diverticulum Scans	25
	Parathyroid	25
	PET: <i>not offered</i>	
	Renal Scan	25
	Renal Captopril	25
	Renal Diuretic	25
	Thyroid Scan	26
	Thyroid Uptake	26
	Miscellaneous:	26
	GI Reflux	
	Monoclonal AB Studies	
	White Tag Study	
	PET: <i>not offered</i>	
<b>PART VIII</b>	<b>STEREOTACTIC BREAST BIOPSY</b>	27
<b>PART IX:</b>	<b>ULTRASOUND:</b> General Information	28
	Abdominal Sonogram	29
	Aortic Sonogram	29
	Arterial Sonogram: <i>Not offered</i>	
	Breast Sonogram	29
	Carotid Doppler	29
	Color flow evaluation of pelvic masses	29
	Core Biopsy: (see FNA, page 33)	
	Extremity Sonogram	29
	Fine Needle Aspiration of the Breast (FNA)	30
	Gallbladder Sonogram	30
	Liver Sonogram	30
	Obstetrical Sonogram	30
	Pelvic Sonogram	30
	Prostate Sonogram: <i>Not offered</i>	
	Renal (kidney) Sonogram	31
	Testicular Sonogram	31
	Thyroid Sonogram	31
	Transvaginal Sonogram of pelvis	31
	Ultrasound guided cyst aspiration	31
	Venous (leg) Doppler	32
	Venous Insufficiency Exam: <i>Not offered</i>	

## **ORDER OF EXAMINATIONS**

**SONOGRAMS** should be scheduled before scheduling any other examination (with the exception of mammograms). Prior contrast procedures will obscure detail on the sonographic examination.

**BARIUM STUDIES (Fluoroscopy)** the flow of barium from the GI series obscures detail on all other exams ordered. All other exams scheduled on the same day as a barium study, must be scheduled first.

**CT SCANS** should be scheduled before any barium studies. Prior contrast procedures obscure detail necessary for accurate diagnosis.

**NUCLEAR MEDICINE** exams should be scheduled before any contrast studies. Prior contrast procedures obscure detail necessary for accurate diagnosis.

Note: \*KUB and Lumbar spine xray's done first before oral contrast or barium is given.

## **COMBINATION STUDIES\***

Many of the exams scheduled can be done on the same day. The following are some of the combinations:

SONOGRAPHY - FLUOROSCOPY (sonogram is scheduled first)

SONOGRAPHY - CT SCAN (sonogram is scheduled first)

DIGITAL MAMMOGRAPHY - SONOGRAPHY (mammogram scheduled first)

SONOGRAPHY - NUCLEAR MEDICINE (Ultrasound is scheduled first)

BONE DENSITY – NUCLEAR MEDICINE

CT SCAN - NUCLEAR MEDICINE

GENERAL XRAY CAN BE DONE WITH ANY OTHER PROCEDURE.

CT – MRI (MRI is scheduled first)

\*variations of these combinations are at the discretion of the radiologist.

## **EXAMS THAT CANNOT BE DONE ON SAME DAY:**

Barium Enema's are not performed at our facilities. In the event that the patient will be scheduled for a barium enema at another facility and coming to us for additional imaging, follow the guidelines below:

### **BE & CT ABDOMEN:**

CT abdomen is done first and the BE can be done 2 days later.

### **BE & UPPER GI SERIES:**

BE done first and the GI should be done 3 days later. (ex: Monday BE and Thursday GI)

### **BE & SIGMOIDOSCOPY:**

Schedule the BE 2 days after the Sigmoidoscopy if air is used.

If a Biopsy was performed on the patient wait 7 to 10 days to schedule the BE. \*\* Check with the Radiologist.

### **GI SERIES & CT ABDOMEN:**

CT abdomen is done first and the GI can be done 2 days later.

### **PELVIC SONOGRAM & GI SERIES:**

Pelvic sonogram is done first and the GI series can be done the next day.

### **PELVIC SONOGRAM & BE:**

Pelvic sonogram is done first and the BE can be scheduled the next day.

## **BONE DENSITOMETRY:**

**TO SCHEDULE: 315-269-9729**

Our office is open to take your call from 7:30AM to 5:00PM.

1000 E. Genesee St., Ste 100, Syracuse:	472-8835
8100 Oswego Road., Ste 120, Liverpool:	652-1020
4939 Brittonfield Pkwy, Ste 102, E. Syracuse:	634-6690
4820 W. Taft Road, Ste 114, Liverpool:	453-5004

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patient's insurance information and required referral requisition with diagnosis.
- 2) If Medicare patient, a routine bone density can only be done every 24 months. Medicare patients can have a bone density in one year if medically necessary.
- 3) A script and proper code.

### **GENERAL INFORMATION:**

- 1) Prep: Avoid taking calcium supplements for a least 24 hours prior to the exam.
- 2) Wear loose, comfortable clothing. No metal over the lower back and hip area.
- 3) Patient should not have had a contrast study (i.e., barium study, CT scan, etc.) within 7 days prior to exam time.
- 4) Weight limit 300 lbs at our Hill location and 450 lbs at Brittonfield and Clay locations.
- 5) Hip and Lumbar spine will be x-rayed.



## CT SCAN

**TO SCHEDULE: 315-269-9729**

Our offices are open to take your call between 7:30AM to 5:00PM.

1000 E. Genesee St., Ste 100, Syracuse  
8100 Oswego Rd., Ste 120, Liverpool  
4939 Brittonfield Pkwy, Ste 102, E. Syracuse

472-8835  
652-1020  
634-6690

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patients insurance ID# and carrier. Also, required referral requisition with diagnosis and insurance authorization when required must be obtained.
- 2) Special instructions.
- 3) Type of exam.
- 4) Reason for exam: Diagnosis with proper code.
- 5) Any pertinent x-rays.
- 6) BUN & Creatinine levels must be obtained within the last 6 weeks for patients with known renal abnormalities, diabetes and patients over 60.

### **GENERAL INFORMATION:**

**Emergencies** requiring no patient preparations are accommodated throughout the day with written or verbal orders.

**CT SCAN WEIGHT LIMIT = 400 POUNDS, 450 POUNDS For The Syracuse Location.**

Patients may take their medications with a small amount of water before any CT scan.

Patients should arrive for their appointment 15 minutes prior to their examination for necessary paperwork, unless otherwise told. Some patients may need to arrive earlier than the 15 minute time frame. Bring medication list.

Most CT Abdomen and CT Pelvis will be drinking an oral contrast.

If a patient is having a contrast study, this will be injected into a vein.

NPO usually not necessary.

## **CT SCAN EXAMINATIONS:**

### **CT SCAN OF ABDOMEN:**

- 1) Patients may take necessary medications with a small amount of water.
- 2) BUN & Creatinine levels must be obtained from the referring physician on diabetics, and patients over 60.
- 3) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 4) Exam time: approximately 1½ hours.

\*Patient should be informed that for the 1st hour they will be drinking.

### **CT ANGIOGRAMS:**

- 1) If the patient normally takes Glucophage, Glucovance, Metformin, Fortamet, Avandament, Metaglip or Glumetza (diabetic meds) it must be held for 48 hours after the CT scan.
- 2) Patient will need to be re-evaluated 48 hours after the CT is obtained.
- 3) If the patient is on dialysis they will require dialysis 24 hours after the injection.

**CTA AORTA With RUNOFF:** This exam is **ONLY performed at the HILL location**

- 1) No Drinks for this study.

### **CT BRAIN:**

- 2) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 30 minutes.

### **CT CHEST:**

- 1) Prep is the same as CT scan of the abdomen, except patient does not drink.
- 2) Exam time: approximately 30 minutes.
- 3) Prior chest x-ray studies if performed within the last 6 months must be available to us for the patients exam. Reports should be obtained by fax at time of scheduling.
- 4) Copy of BUN & Creatinine levels must be obtained from the referring physician on diabetics, and patients over 60.

### **CT CERVICAL SPINE:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 30 minutes.

### **CT ENTEROGRAPHY:**

Indications:

- a. Suspected or known Crohn's disease
- b. Suspected or known small bowel tumors
- c. Anemia, GI bleeding with negative upper GI and colon work up.
- d. Suspected small bowel abnormalities, malabsorption.

- 1) The patient is to arrive **90 minutes** before scan time.
- 2) Hydrate normally w/clear liquids.

### **CT EXTREMITIES:**

- 1) Patients with outside pertinent exams (prior CT scan, X-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 30 minutes.

Note: if the patient history is to R/O MASS, the patient must fast 4 hours prior to exam (diabetic patients: 2 hours).

- 3) Contrast injection should be ordered and will be used as needed.

### **CT EXTREMITIES FOR SOFT TISSUE MASS:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) BUN & Creatinine levels must be obtained from the referring physician on diabetics, and patients over 60 (especially for CT chests, CT Abd/Pelvis and/or CT Neck).
- 3) Exam time: approximately 30 minutes.

**CT GUIDED LIVER & SPLEEN BIOPSIES:** *not offered*

**CT GUIDANCE FOR RADIOTHERAPY FIELDS:**

- 1) No prep needed if CT is done here.
- 2) The patient must be marked with radiation therapy fields (lines or boxes). The fields must be clearly marked for the radiation therapy.
- 3) Exam time: 45 minutes.
- 4) Patients with outside prior CT scans of the area should bring the films with them or the referring MD's office should send the films to us prior to the patients appointment.

**CT IAC's:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 1 hour.

**CT LUMBAR SPINE:**

- 1) Patients with outside pertinent exams (prior CT scan, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 45.

**CT NECK FOR MASS:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) BUN & Creatinine levels must be obtained from the referring physician on diabetics, and patients over 60.
- 3) Exam time: approximately 30 minutes.

**CT ORBITS: (Temporal Bones, IAC's)**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 1 hour.

### **CT PELVIS:**

- 2) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 3) Exam time: approximately 1 1/2 hours.

\*Patient should be informed that for the 1st hour they will be drinking.

### **CT SINUSES:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to their appointment. Reports should be obtained by fax at time of scheduling.
- 2) Exam time: approximately 15 minutes.

Note: Please be sure to inform our office if the patient only needs a limited sinus scan instead of the full CT Sinus series.

### **CT THORACIC SPINE:**

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) **Please identify levels to be scanned.** We prefer not to radiate the entire spine.
- 3) Exam time: approximately 45 minutes to 1 hour.

### **CT IVP/UROGRAPHY:** (Renal stone, mass or hematuria evaluation)

This exam is a CT Abdomen Pelvis looking for obstruction of a kidney stone and to evaluate for renal, ureteral or bladder masses.

- 1) Patients with outside pertinent exams (prior CT, x-rays, ultrasound, etc.) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the patients appointment. Reports should be obtained by fax at time of scheduling.
- 2) BUN and Creatinine levels must be obtained, within the last 6 weeks.
- 3) Patient to drink 3 glasses of water 1 hour prior to exam (do not have to have a full bladder).
- 4) Exam time: Approximately 30 minutes.

## **FLUOROSCOPY PROCEDURE**

### **TO SCHEDULE: 315-269-9729**

Our offices are open to take your calls from 7:30 to 5PM.

1000 E. Genesee St., Ste 100, Syracuse  
8100 Oswego Rd. Ste 120, Liverpool  
4939 Brittonfield Pkwy, Ste 102, Liverpool

472-8835  
652-1020  
634-6690

Our West Taft Road location does not perform fluoroscopy exams.

Note: 300 lb weight limit.

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patients insurance information and required referral requisition with diagnosis.
- 2) Special instructions
- 3) Type of exam
- 4) Reason for exam

### **GENERAL INFORMATION:**

Emergencies are accommodated throughout the day with written or verbal orders. Examinations that usually require prep (fasting) must be approved by the radiologist.

## FLUOROSCOPY EXAMINATIONS

### **ARTHROGRAM:** (KNEE, SHOULDER, HIP, ELBOW, WRIST, ANKLE)

- 1) No prep.
- 2) Need prior x-rays.
- 3) Schedule in the PM.
- 4) Exam time: approximately 1 hour.

### **BARIUM ENEMA:** *not offered*

### **BARIUM SWALLOW/ESOPHOGRAM:**

- 1) Nothing by mouth after midnight the night before exam.
- 3) Please follow the same prep as the GI series (in case the radiologist needs to look at the stomach).
- 4) Patient will be drinking barium for this test.
- 3) Scheduled in the AM.
- 4) Exam time: approximately 45 minutes.

### **GI SERIES:**

- 1) No milk or milk products after your noon meal the day before your examination.
- 2) **Nothing** by mouth after midnight, and please no breakfast.
- 3) If **SI** (small intestine) exam is also requested:
  - a) Discontinue medications for diarrhea 24 hours before exam.
  - b) This exam could take considerably longer than 1 hour.
- 5) Patient will be drinking barium for this test.
- 4) Scheduled in the early AM.
- 5) Exam time: 1/2 hour (for the GI series)

### **HIP INJECTION:**

- 1) No prep.
- 2) Patient is to bring medication with them for the study.
- 3) Schedule in the PM.
- 4) Exam time: approximately 1 hour.

**HSG:** (HYSTEOSALPINGOGRAM)

- 1) No prep.
- 2) Scheduled in the PM.
- 3) This is performed by the Radiologist and Gynecologist.
- 4) Exam time: approximately 1/2 hours.

**SMALL BOWEL SERIES:** (See #3 of GI series)

- 1) Discontinue diarrhea medications for 24 hours before exam.
- 2) Patient will be drinking barium for this study.
- 3) This exam could take considerably longer than 1 hour.

**VCU:** *not offered*



**GENERAL X-RAY & SPECIALTY PROCEDURES:**

**TO SCHEDULE: 315-269-9729**

Our offices are open to take your call from 7:30AM to 5:00PM.

1000 E. Genesee St.Ste 100, Syracuse	472-8835
8100 Oswego Rd.,Ste 120, Liverpool	652-1020
4820 W. Taft Rd.,Ste 114, Syracuse	453-5004
4939 Brittonfield Pkwy.Ste 102, E. Syracuse	634-6690

**INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patient insurance information and required referral requisition with diagnosis.
- 4) Special instructions.
- 5) For some of the general examinations; chest x-rays, extremities, sinuses, an appointment is not needed. We will see these patients on a walk-in basis.
- 4) If a patient has had a same prior exam at another facility, please provide that information.

**GENERAL EXAMINATIONS:**

**IVP:** we no longer offer this exam: See **CT IVP/UROGRAPHY**

**GENERAL X-RAY STUDIES REQUIRE NO PATIENT PREPARATION:**

- 1) Exam time: Varies per exam.

**WALK-INS ARE WELCOME**

## **SPECIAL RADIOGRAPHIC EXAMS:**

### **MOTILITY STUDY:**

- 1) Prep: Fast AM (no breakfast until after the exam).
- 2) No bowel medications (laxatives, etc.) until study is complete.
- 3) Exam time: The patient is scheduled on Wednesday, Thursday and the following Monday. The patient will only be in our x-ray department for 15 minutes each time he/she returns.

### **SKELETAL SURVEY:**

No prep, but patient needs to be scheduled for a 1 hour appointment time. PM appointments preferred.

## **DIGITAL MAMMOGRAPHY:**

### **TO SCHEDULE: 315-269-9729**

Our offices are open to take your call from 7:30 AM to 5PM.

1000 E. Genesee St., Syracuse:	472-8835
8100 Oswego Rd., Liverpool:	652-1020
4820 W. Taft Rd., Liverpool:	453-5004
4939 Brittonfield Pkwy., E. Syracuse:	634-6690

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Insurance information and required referral requisition with diagnosis.
- 2) The patient can schedule their own appointment if they have a requisition from their referring doctor.
  - Must be at least one year since the patient's last mammogram.
  - If a Medicare patient: the previous mammogram must be within the same month as last year or later for Medicare to pay for exam.
  - If diagnostic: We need a script with compliant code for the mammogram, additional views and/or sonogram.

\*Note: A sonogram may be done without a Mammogram ONLY if patient is very young. Ask the Radiologist and he/she will decide if a Mammogram is needed.

### **GENERAL INFORMATION:**

Having a Digital Mammogram is very much like having a conventional film screen mammogram. Both use the same compression of the breast and x-rays to produce an image of the breast.

A Digital Mammogram allows the radiologist to alter the orientation, magnification, brightness and contrast to produce images of the breast that can be seen on a computer screen. Also, all Digital Mammograms are analyzed by computer-aided detection, or CAD. This uses a digitized mammographic image to search for abnormal areas of density, mass or calcification that may indicate the presence of cancer. The CAD system highlights these areas on the images, alerting the need for further analysis.

## **DIGITAL MAMMOGRAPHY EXAMINATION:**

### **MAMMOGRAM:**

- 1) No prep.
- 2) Scheduled 7:30 AM to 4:00 PM, Monday through Friday.
- 3) The patient should be instructed not to wear excessive deodorant or body powder.
- 4) For asymptomatic patients, they should be scheduled mid cycle, days 7-14, (if applicable) whenever possible.
- 5) Exam time: approximately 1/2 hour.
- 6) If Add Views are recommended by the Radiologist, the exam will be longer than ½ hour.

## MAGNETIC RESONANCE IMAGING PROCEDURES-(MRI):

**TO SCHEDULE: 315-269-9729**

### CONVENTIONAL MRI:

1000 E. Genesee St., Syracuse:	472-8835
8100 Oswego Rd., Liverpool:	652-1020
4820 West Taft Road, Liverpool:	453-5004
4939 Brittonfield Pkwy, E. Syracuse:	634-6690

The offices are open to take your call from 7:30AM to 5:00PM.

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patients insurance ID# and carrier. Also, required referral requisition with diagnosis and insurance authorization when required must be obtained.
- 2) Type of exam.
- 3) Diagnosis and special instructions.
- 4) Any prior related surgeries.
- 5) Any pertinent previous exams (i.e., CT scan, X-ray, etc).
- 6) Premedication for pain or claustrophobia. Patient must have a driver.
- 7) Type of insurance: i.e. commercial HMO, Workers Compensation, No-Fault, Liability, and authorization needed if applicable.
- 8) Patient Weight
- 9) Is patient ambulatory? (i.e., can they stand up and sit down on the MRI table with minimal assistance).

### Music Options:

Brittonfield: Local FM Radio/CD

Clay: Local FM Radio, iphone connections

Hill: Local FM Radio

Taft: Limited Internet FM Radio/CD

Note: Depending on what exam the patient is having, listening to music may not be an option for them.

## MRI EXAMINATION:

### **GENERAL INFORMATION:**

- 1) Patients with previous exams pertinent to the MRI exam should be instructed to bring any prior studies with them for comparison.
- 2) Patients should arrive 20 to 30 minutes prior to their exam time.
- 3) Exam time could be 20 minutes to 1 hour.
- 4) Some exams require the patient to be positioned into the MRI unit head first and some exams require the patient to be positioned into the MRI unit feet first.

**Weight limit for the MRI scanner = 350 pounds.**

### **PREPARATION:**

- 1) No prep. MRCP (not done at Taft Road) must be fasting for 8 hours.
- 4) The patient can take all their medications normally. Wear clothing that do not have metal on them.
- 5) The patient may require medication for pain management or claustrophobia. These patients should obtain the prescription from their physician and be instructed in using the medication prior to their arrival time for the exam. These patients will need someone to drive for them.

### **CONTRAINDICATIONS:**

Certain metallic and surgical implants are contraindications (not compatible) for the MRI (see below). The patient will be asked to complete a medical questionnaire prior to the MRI.

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1) Pacemakers                      | 4) Internal electrodes               |
| 2) Intracerebral aneurysm clips    | 5) Cochlear implants                 |
| 3) Implanted drug infusion devices | 6) Electronic or mechanical implants |

### **INTRAVENOUS OR INTRAMUSCULAR INJECTIONS:**

A contrast agent (dye) may be needed to fully diagnose a patients condition. This contrast is a paramagnetic compound called Magnevist, and is very safe, FDA approved drug.

An intramuscular injection of Glucagon may be used during abdominal or pelvis MRI procedures to slow the peristaltic movements, to help decrease motion on the exam.

**BUN & Creatinine & GFR** blood test needed for the following criteria:

- Acute Renal (Kidney) Disease or History of Renal (Kidney) Disease.
- Diabetics
- Over age 60

## **BREAST MRI:**

**Important:** Patients need to be on day 7 -14 of their cycle (day one being 1<sup>st</sup> day of menses) and if patient is on Hormone Therapy, they need to be off of it for 60 to 90 days.

- All metal will be removed before the patient enters the exam room. Patients will be given a gown if their clothing has metal on them. The entire scanner room is a magnetic field.
- Patient will have an IV injection during the exam.
- The patient will lie on their stomach, going into the scanner feet first. The patient's head will be just inside the scanner.
  - If the patient is **claustrophobic** they can use mirrored glasses, cover their eyes with a washcloth, or tilt their head backwards enough to be able to look out the scanner. If patients have difficulty lying on their back, they can be positioned on their stomach to be able to look out.
- Exam Time: Approximately 1 hour.
- Earplugs are provided for hearing protection.

**MRI BREAST BIOPSY:** Performed only at our Brittonfield location.

## **MRI ENTEROGRAPHY** (performed only at our **Clay location**)

Helps to evaluate any bowel process safely and noninvasively including infectious or inflammatory process (Crohn's disease, ulcerative colitis), typhlitis, short gut as well as neoplastic process without exposing patient to ionizing radiation.

### Patient Prep:

- a) Day prior to exam: Hydrate normally with clear liquids the day before the exam.
- b) Clear liquids only 8 hours prior to the exam. Diabetics/children (under age 12) 4 hours prior.

Exam time: 90 minutes actual scan time and total for the whole test is 105 – 15 min paperwork, 30 minutes drink, 60 minutes scan.

Procedure codes: 74183 MR Abdomen w&w/o Contrast and  
72197 MR Pelvis w&w/o Contrast

## **NUCLEAR MEDICINE:**

**TO SCHEDULE: 315-269-9729**

Our offices are open to take your call between 7:30AM to 5:00 PM.

8100 Oswego Rd., Liverpool 652-1020  
4939 Brittonfield Pkwy, E. Syracuse 634-6690

Our West Taft Road and Syracuse locations do not perform nuclear medicine studies.

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number where they can be reached during the day.
- 2) Patients insurance information, including Authorization and required referral requisition with diagnosis.
- 3) Special instructions.
- 4) Reason for exam.
- 5) Type of exam.

### **GENERAL INFORMATION:**

**Weight limit of the scanner = 300 pounds.**

- 1) Patients with outside pertinent exams (such as CT scans, ultrasound, MRI, or routine x-rays, etc) should be instructed to bring these films with them or the referring physician should send them to our office prior to the appointment.
- 2) Patients may take their medications with a small amount of water before their exam. (except for Thyroid Scans and HIDA Scans: SEE THYROID SCAN & HIDA SCAN INSTRUCTIONS).
- 3) Injection is into a vein in patients arm, similar to a blood draw.

### **SCANS WE DO NOT PERFORM:**

Cardiac stress tests.  
Cardiac Scans: (MUGA)  
Bone mineralizations.  
HIDA with SOD  
Lung Scan (Ventilation & Perfusion)  
PET  
SPECT  
Ventriculogram:  
VQ Scan: (Lung Scan)



## NUCLEAR MEDICINE EXAMINATIONS:

### **BONE SCANS:**

- 1) No prep.
- 2) Involves an initial injection of a radioactive isotope, then a waiting period of 2 hours. The actual scan time takes approximately 1 hour.
- 3) Total exam time: approximately 3 hours.
- 4) Diagnosis/reason for exam. (Example: Pain, Metastasis, Fracture). If the diagnosis is infection, osteomyelitis, or cellulitis, please order a **3 PHASE BONE SCAN**.

Note: Patients with outside pertinent exams (prior CT, MRI, x-rays, etc) should be instructed to bring a CD with them or the referring MD's office should send the CD to our office prior to the appointment. If patient doesn't bring prior radiographs repeat radiograph may be necessary.

\*note: the patient should not have had any barium studies prior to exam.

**BONE S.P.E.C.T.:** *not offered*

**CARDIAC SCAN: (MUGA)** *not offered*

### **GALLIUM SCAN:**

- 1) No prep, except if concerned with the abdomen: then the patient is given citrate of magnesia after the initial 24 hour scan.
- 2) The patient comes in the 1st day and receives the radioactive isotope injection only. No scanning is performed. (there are no side effects or reactions from the injection).
- 3) The patient is then scanned the 2nd and 3rd day. No more injections are administered to the patient.
- 4) Exam time: Scanning time is approximately 1 hour first day, 2 hours second day (Total time: 24 to 72 hours).

### **GAMMAGRAM:**

**Should be scheduled day 2 -12 of cycle.**

**Note:** BCBS does not always cover a Gammagram, a 1/3 down and waiver will be needed to be signed at time of appointment.

- 1) No Prep.
- 2) Previous mammograms are needed.
- 3) Patient receives injection of radioactive isotope in the arm.
- 4) Immediate images of the breasts are taken.
- 5) Exam Time 1 hour.

**GASTRIC EMPTYING:**

- 1) NPO after midnight the night before exam.
- 2) Schedule in 8AM miscellaneous slot. Exam takes 1 ½ hours.
- 3) Once the study begins, the patient will be given a bowl of oatmeal which includes a small amount of radiopharmaceutical.

**GI BLEED:**

- 1) No prep.
- 2) The patient is given an initial injection (non-radioactive) with a waiting period of 20 minutes. A 2nd injection of a radioactive isotope is then given and the scan is started immediately. (there are no side effects from either injection).
- 3) Exam time: approximately 1 to 2 hours.

**HIDA SCAN W/ EJECTION FRACTION (HIDA/BILIARY SCAN):**

- 1) Nothing by mouth for 4 hours prior to Exam. No narcotics for 48 hours prior to the exam.
- 2) Exam time: approximately 1 hour to 2 hours.

\*note: Patient weight is needed to schedule.

**HIDA WITH SOD:** *not offered*

**LIVER/SPLEEN SCAN:**

- 1) No prep.
- 2) Involves an initial injection of a radioactive isotope with a 10 minute waiting period. (there are no side effects from the injection).
- 3) Exam time: approximately 1 hour.

\*note: the patient should have had no barium studies prior to the exam.

**LIVER S.P.E.C.T.:** *not offered*

**LUNG SCAN: VENTILATION & PERFUSION:** *not offered*

**MECKELS DIVERTICULUM SCAN:**

- 1) Nothing by mouth 4 hours before exam.
- 2) The patient is injected with a radioactive isotope and scanned immediately. (there are no side effects from the injection).
- 3) Exam time: approximately 1 hour.

\*note: No barium studies can be done prior to a Meckels scan for at least 1 week.

**PARATHYROID NUCLEAR SCAN:**

- 1) No prep.
- 2) Exam time: 2 hours waiting period after the injection and initial image. After that waiting period patient is scanned again for one image. Total time: 2 ½ hours.

**PET:** *not offered*

**RENAL SCAN: GFR**

- 1) No prep.
- 2) Patients receive an injection of a radioactive isotope and are scanned for 15 minutes. After the initial scan the patient has a 45 minute waiting period. After the waiting period is over, there is 30 minutes of additional imaging left to complete. (there are no side effects from the injection).
- 3) Exam time: approximately 2 hours.

**RENAL DIURETIC SCAN:**

- 1) See RENAL SCAN (above) for instructions.
- 2) Exam time: approximately 2 hours.

**RENAL CAPTOPRIL SCAN:**

- 1) See RENAL SCAN (above) for instructions.
- 2) Note: patient must be off high blood pressure medications. Ace Inhibitors: the patient must be off these per their referring physician 48 hours prior to the exam.
- 3) Patient must bring with them, from their referring Doctor's office, 2, 25 mgs. of Captopril for their exam.
- 4) Exam time: approximately 2 hours.

**THYROID SCAN:**

- 1) Prep: The patient must be off all thyroid medications for 4 to 5 weeks prior to exam. Also, patients must wait 4 to 6 weeks if they have had x-rays involving contrast media before they can be scanned.
- 2) The patient is injected with a radioactive isotope, there is a 10 minute waiting period and the patient is scanned. (there are no side effects from the injection).
- 3) Exam time: approximately 1 hour.
- 5) Prior thyroid sonogram should be obtained before exam if the patient has had one.

**THYROID UPTAKE:** Is only done at our **Brittonfield location**.

- 1) NPO 4 hours. The patient must be off all thyroid medications for 4 to 5 weeks prior to exam. Also, patient must wait 4 to 6 weeks if they have had x-rays involving contrast media before they can be scanned.
- 2) Schedule at 9AM or 10AM.
- 3) Patient is given a capsule and returns 4 hours later for an uptake about 10 minutes. Then the patient returns the next morning, 24 hours after the capsule was administered.
- 4) Exam time for uptake and scan is 1 hour. The 24 hour appointment (NEXT DAY) will take 1 hour.

**VENTRICULOGRAM:** *not offered*

**VQ SCAN:** (LUNG SCAN) *not offered*

**MISCELLANEOUS NUCLEAR STUDIES:** Please call for instructions.

**GI REFLUX**

**MONOCLONAL ANTIBODY STUDIES** (i.e., WBC SCANS TO R/O INFECTION)

**WHITE BLOOD CELL TAG STUDY**

## STEREOTACTIC BREAST BIOPSY:

**TO SCHEDULE: 315-269-9729**

This procedure is done at our West Taft office only. The office is open to take your call from 7:30 AM to 5:00 PM.

4820 West Taft Road. Liverpool

453-5004

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patients insurance information and required referral requisition with diagnosis.
- 2) Breast of concern.
- 3) Prior mammograms and/or sonograms. For outside locations current study is needed and 1 prior mammogram on film, not a CD with reports.
- 4) Any allergies. (ex: Novocain, etc)
- 5) **Does the patient take aspirin daily or non steroidal anti-inflammatory drugs, or blood thinners? These should not be taken 5 to 7 days prior to the exam.**

### STEREOTACTIC BREAST BIOPSY PROCEDURE:

#### **GENERAL INFORMATION:**

- 1) The patient should plan on being in the office for 1 1/2 to 2 hours. The procedure time is approximately 45 minutes.
- 2) The patients previous exam which recommended the stereotactic biopsy and one prior mammogram with reports should be sent to our office prior to scheduling (if not done at any of our CNY offices).
- 3) Avoid any strenuous activity/heavy lifting for 24 hours following the procedure. However, there may be some mild discomfort.

#### **PREPARATION:**

- 1) The patient may eat and drink normally before the procedure.
- 2) Continue all medications except aspirin\*. Inflammatory medications and Ibuprofen products (Motrin, Aleve, Advil, etc) or blood thinners (Coumadin, Plavix and Heparin, etc).
- 3) The patient should dress comfortably. A two piece outfit is preferable.

**\*Note: Blood Thinners, Aspirin/Ibuprofen/Inflammatory medications should not be taken 5 to 7 days prior to the procedure.**

## **ULTRASOUND PROCEDURES:**

**TO SCHEDULE: 315-269-9729**

Our offices are open to take your call from 7:30AM to 5:00 PM.

1000 E. Genesee St. , Syracuse:	472-8835
8100 Oswego Rd., Liverpool:	652-1020
4820 West Taft Road, Liverpool:	453-5004
4939 Brittonfield Pkwy., E. Syracuse:	634-6690

### **INFORMATION NEEDED TO SCHEDULE:**

- 1) Patient name, date of birth and phone number. Patients insurance information and required referral requisition with diagnosis.
- 2) Special instructions.
- 3) Type of exam.
- 4) Reason for exam.

### **GENERAL INFORMATION:**

Emergencies requiring no patient preparations are accommodated throughout the day with written or verbal orders.

Emergencies requiring prep (fasting) must be approved by the radiologist.

We do not do prostate sonograms.

## **ULTRASOUND EXAMINATIONS**

### **ABDOMINAL SONOGRAM:**

- 1) Patient should fast from midnight the night before exam.
- 2) Usually scheduled early morning.
- 3) Exam time: approximately 1/2 hour.

### **AORTIC SONOGRAM:**

- 1) Nothing by mouth after midnight the night before exam.
- 2) Exam time: approximately 1/2 hour.

### **ARTERIAL SONOGRAM:** *not offered*

### **BIOPHYSICAL PROFILE:** (See OB Sonogram)

### **BLADDER SONOGRAM:** (see Pelvic Sonogram)

### **BREAST SONOGRAM:**

- 1) If the previous mammogram was not done at one of our locations, the patient should bring their previous mammogram images and report with them to their appointment.
- 2) Indicate area of interest.
- 3) Exam time: approximately 15 minutes – 30 minutes (depending on single or bilateral breast).
- 5) A sonogram may be scheduled without having a mammogram only if the patient is under 40. The radiologist will decide if a mammogram is needed.\*

\*Ultrasound is the best and preferred study for palpable areas of concern in women under 40 and should be the initial examination ordered with a mammogram “as needed.”

### **CAROTID DOPPLER:**

- 1) No prep.
- 2) Exam time: approximately 1 hour.
- 3) Please note: The patient will be lying flat for approximately one hour.

### **COLOR FLOW EVALUATION OF PELVIC MASSES**

### **CORE BIOPSIES (see FNA, page 33)**

**EXTREMITY SONOGRAM:** (To look for a mass)

- 1) No prep.
- 2) Exam time: approximately 30 - 45 minutes.

**FINE NEEDLE ASPIRATIONS OF THE BREAST**

- 1) Prior Mammogram is needed.

**GALLBLADDER SONOGRAM:**

- 1) Patient should fast from midnight the night before the exam (no food or drink).
- 2) Usually scheduled early morning.
- 3) Exam time: approximately 1/2 hour.

**LIVER SONOGRAM:**

- 1) Patient should fast from midnight the night before exam.
- 2) Scheduled early morning.
- 3) Exam time: approximately 1/2 hour.

**OBSTETRICAL SONOGRAM:**

- 1) Patient should be finished drinking 8 oz. of liquid (water is best) 1 hour prior to the exam. The patient is not to void until after the exam.
- 2) Exam time: approximately 1/2 hour. TWINS: 1 hour.
- 3) LMP (last menstrual period) and previous sonogram information (if applicable) is needed.

\*Please specify if BIOPHYSICAL PROFILE is needed.

**PELVIC SONOGRAM:**

- 1) Patient should be finished drinking 32 oz. of liquid (water is best) 1 hour prior to the exam. The patient is not to void until after the exam. The patient must come in with a full bladder, unless the referring physician is specific about the patient not drinking and having only a Transvaginal Study.
- 2) Exam time: approximately 1/2 hour.

\*Please specify if TRANSVAGINAL study if needed.

**PROSTATE SONOGRAM:** *not offered*



### **RENAL (KIDNEY) SONOGRAM:**

- 1) NPO after midnight the night before the exam. Patient should drink one 8 oz glass of water 1 hour prior to exam time (do not void). If the exam is ordered for the afternoon, NPO 6-8 hours before study. (If there are any questions, please call).
- 2) Exam time: approximately 1/2 hour.

\*Previous related studies would be helpful (i.e., IVP, renal scan).

### **TESTICULAR SONOGRAM:**

- 1) No prep.
- 2) Scheduled in the PM.
- 3) Exam time: approximately 1/2 hour.

**\*note: Exam is performed by a female technologist.**

### **THYROID SONOGRAM:**

- 1) No prep.
- 2) Exam time: approximately 1/2 hour.

\*Previous thyroid studies would be helpful (i.e., thyroid scan).

### **TRANSVAGINAL SONOGRAMS OF PELVIS:**

Have patients drink before study (see pelvic sonogram), unless the referring MD specifies that they **ONLY** want a transvaginal study.

### **ULTRASOUND GUIDED CYST ASPIRATION:**

- 1) Total exam time: ½ to 1 hour.
- 2) Recent mammogram and ultrasound needed. Please indicate breast of concern.
- 3) No restrictions following procedure. The patient may eat and drink normally.
- 4) Continue medications, except aspirin: **\*Aspirin, inflammatory medication or blood thinners should not be taken 5 to 7 days prior to the procedure.**
- 5) Any allergies? (i.e. drug allergies)
- 6) Patient should dress comfortably. A two piece outfit is preferable.

**VENOUS (LEG) DOPPLER:**

(We do not perform Arterials)

- 1) No prep.
- 2) Exam time: approximately 1/2 hour – 1 hour (depending on single or bilateral legs).

**VENOUS INSUFFICIENCY EXAMS:** *not offered*

# MAP DRIVING DIRECTIONS

**THE HILL MEDICAL CENTER: 1000 East Genesee Street, Suite 100, Syracuse.**

**From North: 81 South to Exit #18 (Harrison & Adams) to Adams Street. Take a left onto Adams Street and go up hill. Go through light at Irving Ave. Take your next left onto So. Crouse Ave. Go across Madison Street turn right into The Hill Medical Center parking garage. Bring your ticket into the office for validation.**

**From South: 81 North to Exit #18 (Harrison & Adams) to Adams Street. Take a right onto Adams Street and go up hill. Go through light at Irving Ave. Take your next left onto So. Crouse Ave. Go across Madison Street turn right into The Hill Medical Center parking garage. Bring your ticket into the office for validation.**

**CLAY MEDICAL CENTER: 8100 Oswego Road, Ste. 120, Liverpool.**

**From North: Rte 481 South to Exit #12 (Baldwinsville). At end of ramp go straight across Rte 31 onto Soule Road. Take Soule Road to the end. The Clay Medical Center is on the corner of Soule Road and Rte 57.**

**From Syracuse: 81 North to Electronics Parkway onto Rte 370 into Liverpool Village. Take Rte 57 North. Clay Medical Center is on the corner of Rte 57 and Soule Road.**

**From East: Take 481 North to Exit #12 (Baldwinsville). Take a left at the top of the ramp onto Rte 31. Take first left onto Soule Road. Go to the end of Soule Road. Clay Medical Center is on the corner of Rte 57 and Soule Road.**

**WEST TAFT MEDICAL PARK: 4820 W. Taft Road, Ste. 114, Liverpool.**

**From North: 81 South to Exit #28 (Taft Road). End of ramp, turn right onto East Taft Road. East Taft Road changes into West Taft Road. Go approximately 3 miles. West Taft Medical Park will be on your left.**

**From South: 81 North to Exit #27/28 (Airport and Taft Road Exit). End of ramp, turn left onto East Taft Road. East Taft Road changes into West Taft Road. Go approximately 3 miles. West Taft Medical Park will be on your left.**

**From New York Thruway: Take Exit #37 (Electronics Parkway, Liverpool). Turn right onto Electronics Parkway. Turn right on West Taft Road. West Taft Medical Park will be on your right.**

**BRITTONFIELD: 4939 Brittonfield Parkway, Ste. 102, E. Syracuse.**

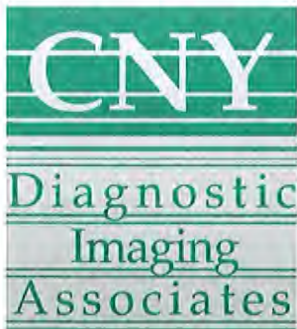
**From North: Take 481 South to the Bridgeport exit (Exit #7). Turn right at the end of the ramp onto Rte 298. Take first left onto Brittonfield Parkway. Our office is in the CNY Family Care building. The building will be on your right on the corner of Brittonfield Parkway and Fly Road.**

**From Syracuse: 690 East to 481 North to the Bridgeport exit (Exit #7). Turn right onto Rte 298. Take a left onto Brittonfield Parkway. Our office is in the CNY Family Care building. The building will be on your right on the corner of Brittonfield Parkway and Fly Road.**

**From New York Thruway: Exit #34A to 481N. 481N to Exit #7 (Bridgeport). Turn right onto Rte 298. Take a left onto Brittonfield Pkwy. Our office is in the CNY Family Care building. The building will be on your right, on the corner of Brittonfield Parkway and Fly Road.**

**Parking is free at all of our locations.**





## Four Convenient Locations

### The Hill Medical Center

1000 East Genesee Street, Suite 100 • Syracuse, NY 13210 • (315) 472-8835 • (315) 476-3712

### Clay Medical Center

8100 Oswego Road, Suite 120 • Liverpool, NY 13090 • (315) 652-1020 • Fax: (315) 652-4578

### West Taft Medical Park

4820 West Taft Road, Suite 114 • Liverpool, NY 13088 • (315) 453-5004 • Fax: (315) 453-2412

### Brittonfield

4939 Brittonfield Parkway, Suite 102 • E. Syracuse, NY 13057 • (315) 634-6690 • Fax: (315) 634-6691

