



## **Scheduling a Uterine Fibroid embolization (UFE) or Uterine Artery Embolization (UAE):**

- **If the referring provider is a BMC internal provider:**
  - Referring provider to complete the “Consult for Uterine Fibroid Embolization Form” and fax to Interventional Radiology scheduler at 617-414-1698. The link to this form will be at the end of this information sheet.
  - Referring physician responsible for the following prior to scheduling a UFE:
    - Patient must have a recent Pap smear and Endometrial Biopsy within the past year.
    - Patient must have a pelvic MRI with contrast within the past 3 months. If the patient has not had this, please call Interventional Radiology Scheduler at 617-414-4969 to schedule. \*Please note that the referring physician will be responsible for obtaining the pre-authorization number (if required by the patient’s insurance) prior to this being scheduled. Interventional Radiology Scheduler will contact the patient with the date and time of MRI appointment.
    - If the patient has an IUD, she will need to have it removed prior to the procedure.
    - Physician must complete a BMC standard H & P in Logician.
  - When all of above completed, Interventional Radiology Scheduler will schedule the preprocedure consult visit with Dr. Kim and the OB/GYN resident or NP.
  
- **If the referring provider is an external provider:**
  - Referring provider contacts Interventional Radiology Scheduler at 617-414-4969 to schedule a Uterine Fibroid Embolization or UFE.
  - Interventional Radiology Scheduler will send the Uterine Fibroid Embolization packet to the referring physician via fax or electronically.
  - The provider is responsible for completing the entire form and faxing all necessary documentation (Pap Smear, Endometrial Biopsy, MRI and or Ultrasound results), including the BMC standard H&P to Interventional Radiology Scheduler prior to receiving consult or scheduling dates to 617-414-1698.
  - If the patient does not have a recent Pap Smear and/or Endometrial Biopsy, she will need to be scheduled for 2 separate consult appointments; one with the OB/GYN resident or NP and the other with the OB/GYN resident or NP and Dr. Kim. Interventional Radiology Scheduler will call the Surgical Schedulers in OB/GYN to schedule either 1 or 2 appointments based on what the patient needs.

### **Checklist for both internal and external referring providers:**

- Completed consult packet.
- Pap Smear and Endometrial Biopsy within 1 year (if external, results must be faxed back with the consult form, otherwise the patient will be required to see a BMC OB/GYN for both Pap and biopsy).
- Pelvic MRI with contrast (or Pelvic ultrasound if MRI contraindicated).
- Labs within 3 months to include BUN, Creatinine, CBC, Platelets, PT, PTT, INR and negative pregnancy test. The levels should be noted on the consult form that is faxed to Sharon prior to scheduling.
- IUD status. Will need to be removed prior to procedure.
- DepoLupron status. Patient must not have been on DepoLupron for the past 6 months.

### **Preprocedure Visit information:**

- **If 2 visits are necessary (patient non BMC patient), the first visit will include:**
  - Pelvic exam and Pap smear (if necessary).
  - Endometrial Biopsy (if necessary).
  - Check for IUD status.
  - Counsel patient about all treatment options available for fibroids.
  
- **Second visit or single visit if 1<sup>st</sup> unnecessary:**
  - H & P will be completed (if internal BMC provider) on Logician. If external provider, H & P should have already been submitted with packet.
  - Drs. Carr-Ellis and Kim will review H & P.
  - Admission orders and post procedure prescriptions will be written.
  - Dr. Kim will discuss the following with the patient: procedure, review risks vs. benefit, alternative options, fertility issues, post embolization syndrome and obtain and document consent.
  - Radiology NP will obtain procedure pre-authorization number.

Once the consult(s) are complete, Interventional Radiology Scheduler will book the procedure and reserve a bed on 4W, Menino Pavilion. Interventional Radiology Scheduler will notify the referring provider of the scheduled date and time that the patient should arrive for her procedure.

### **Patient Preparation:**

- **Day before exam:**
  - Patient should be NPO after midnight.