



# Marietta Imaging Center

ATTENTION: ALL PHYSICIANS  
FROM: MARIETTA IMAGING CENTER  
RE: PRE-CERTS

The Marietta Imaging Center can pre-cert your CT, MRI and MRA procedures if the procedure is scheduled prior to the date of service. In order for us to do so, the following guidelines must be followed: a copy of the patient's insurance card, order form, clinical information and any reports associated with the procedure should be faxed to the pre-cert department @ 678-354-9202 and must be received **three days** prior to the scheduled date of the procedure. Regular Medicaid must be received **five days** before the procedure.

**\*\*Please be aware that for procedures that are ordered "STAT" and require a pre-cert, they must be called in to the insurance carrier by the physician's office on the same day that the order is written and the procedure is performed.**

If this is a service that we can provide for you, please complete this form and fax to 678-354-9202.

**Doctor Name:** \_\_\_\_\_

**Tax ID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Specialty:** \_\_\_\_\_

**Contact person in physicians office** \_\_\_\_\_

**Checklist for required pre-cert information.**

- Copy of patient's insurance card – front & back (Must be legible)**
- Order form**
- Clinical information**
- Any reports associated with procedure**

**Scheduling information.**

- Marietta Imaging to schedule patient for procedure**
  - Patients Name and Phone Number** \_\_\_\_\_
- Physicians office to schedule procedure**

**ATTENTION: If the information is not received in the time specified above, Marietta Imaging Center will not be able to obtain pre-certification. All appointments will be cancelled if the pre-cert is not obtained by three o'clock on the day before the procedure.**

**770-792-1234 Marietta Imaging Center**