

# GUIDE TO PROCEDURE SCHEDULING | SPRING 2010

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## FREQUENTLY CALLED NUMBERS

Billing | 301-896-6000  
Care Management | 301-896-6500  
Customer Relations | 301-896-2000  
Emergency Department | 301-896-3880  
Laboratory | 301-896-3318  
Lifeline | 800-537-5720  
Medical Library | 301-896-3199  
Medical Records | 301-896-2570  
Medical Staff Office | 301-896-2578  
Operator | 301-896-3100  
Outcomes Management | 301-896-3030  
Pathology | 301-896-2566  
Physician Liaison | 301-896-3678  
Potomac Home Health | 301-896-6999  
Registration/Admitting | 301-896-2222  
Sleep Center | 301-896-3039  
Suburban On-Call | 301-896-3939



SUBURBAN HOSPITAL

JOHNS HOPKINS MEDICINE

8600 Old Georgetown Road | Bethesda, MD 20814

301-896-3100 | [www.suburbanhospital.org](http://www.suburbanhospital.org)

	PHONE #	FAX #	SCHEDULING HOURS OF OPERATION	LOCATION PROCEDURES ARE PERFORMED
<b>Behavioral Health</b>				
Addiction Treatment	Scheduling 301-896-2036 Other Inquiries: 301-986-2331	301-881-7428	Mon. - Fri., 9:00 am - 8:00 pm	Montrose Building
Electroconvulsive Therapy (ECT)	301-896-2044	301-897-1348	Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 4th Floor
Psychiatric Day Treatment	301-896-2586	301-896-2113	Mon. - Fri., 9:00 am - 4:00 pm	Main Hospital - 7th Floor
Hospitalists	301-896-3880		Available 24/7	Weekdays: Main Hospital (1st Floor) Mon. - Fri., 7:00 am - 3:30 pm
<b>Cardiovascular Services</b>				
Cardiovascular Stress Test (EST)	301-896-2064		Mon. - Fri., 7:00 am - 3:30 pm	Main Hospital - 1st Floor
Echocardiography (ECHO)				
Electrocardiogram (EKG)				
Peripher Doppler Arterial Exam (PD)				
Stress Echocardiogram (SECHO)				
Transcutaneous Oxygen (TCO2)				
Non-invasive Arterial Dopplers	301-896-2064	301-897-1326	Mon. - Fri., 7:00 am - 3:30 pm	Main Hospital - 1st Floor
Pacemaker Insertion	301-896-7630	301-896-7195	Mon. - Fri., 6:30 am - 5:00 pm	Main Hospital - 3rd Floor
Cardiac Rehab / Maintenance	301-896-2096		Mon. - Fri., 7:00 am - 3:30 pm	Main Hospital - 1st Floor
Coronary CT Angio	301-896-2704		Mon. - Fri., 7:00 am - 3:30 pm	Main Hospital - 1st Floor
Diabetes Education	301-896-2106		Mon. - Fri., 7:00 am - 5:00 pm	Main Hospital - 2nd Floor
Electroencephalogram (EEG)	301-896-2101		Mon. - Fri., 7:00 am - 3:30 pm	Main Hospital - 4th Floor
<b>Endoscopy - Main Hospital</b>				
Bronchoscopy	301-896-2044		Mon. - Fri., 8:00 am - 3:30 pm	Main Hospital - 4th Floor
Colonoscopy				
Esophagogastroduodenoscopy (EGD)				
Endoscopic Retrograd Cholangiopancreatography (ERCP)				
Wound Clinic	301-896-3050		Tues., 1:00 pm - 5:00 pm	Main Hospital - 4th Floor
<b>Endoscopy Center</b>				
Endoscopic Procedures	301-530-2800		Mon. - Fri., 7:00 am - 4:00 pm	Camalier Building (Suite 260)
<b>Infusion Center</b>				
Blood/Blood Products	301-896-3856		Mon. - Sat., 8:00 am - 4:30 pm Sun. 8:00 am - 4:00 pm	Weekdays: SOMC - 4th Floor (Suite 4100) Weekends: Main Hospital - 6th Floor
Chemotherapy				
Hydration				
IV Antibiotics & Other Medications				
Therapeutic Injections				
<b>Laboratory</b>				
Labs with EKG	301-896-6740		Mon. - Fri., 6:30 am - 6:00 pm	6410 Rockledge Drive, Suite 150, Bethesda
Lab Tests (Other) (see FAQ on reverse)				
Phlebotomy Station	301-951-3603		Mon. - Fri., 8:00 am - 4:30 pm	Friendship Heights, 5530 Wisconsin Avenue, Suite 930 A, Chevy Chase
<b>Pain Management</b>				
Lumbar Blood Patch	301-896-3202		Mon. - Fri., 8:00 am - 4:00 pm	Interventional Radiology - Main Hospital - 1st Floor Anesthesia - Main Hospital - 4th Floor
Lumbar / Thoracic / Cervical / Epidural Blocks	301-896-2044			
<b>Pediatric Center</b>				
Emergency & Inpatient Care	301-896-2400		Available 24/7	Main Hospital - 1st Floor
<b>Physical Medicine &amp; Rehabilitation</b>				
ADL Training	301-896-2222	301-896-2482	Mon. - Fri., 7:30 am - 4:00 pm	Main Hospital - 4th Floor
Amputee Rehab				
Back Injury Rehab and Prevention				
Balance Testing				
Dizziness Evaluation and Testing				
Fall Prevention				
Foot Orthotic Assessment				
Gait Evaluation & Training				
Hand Splinting				
Hand Therapy				
Lumbar Stabilization				
Memory Therapy (Speech Therapy)				
Occupational Therapy				
Pharyngograms (Video Swallowing Studies)				
Physical Therapy				
Posturography				
Speech Therapy				
Stroke Rehab				
Swallowing Evaluation and Treatment				
Vestibular Evaluation and Rehab				
Driving Evaluations (Clinical) (FEES)	301-896-3169	301-897-1347	Mon. - Fri., 7:30 am - 4:00 pm	Main Hospital - 4th Floor
Hydrotherapy				
Wound Care / Whirlpool Treatment	301-896-3135	301-897-1347	Mon. - Fri., 7:30 am - 4:00 pm	Main Hospital - 4th Floor
<b>NIH Heart Center</b>				
Cardiothoracic Surgery	301-896-7610	301-896-7626	Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 1st Floor
Cardiac Catheterization	301-896-7630 or 301-896-2328	301-896-7195	Mon. - Fri., 6:30 am - 5:00 pm	Main Hospital - 3rd Floor
Electrophysiology (EP)	301-896-7630 or 301-896-2328		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 3rd Floor
Peripheral Vascular	301-896-7630 or 301-896-2328		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 3rd Floor
Cardioversions	301-896-7630 or 301-896-2328		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 3rd Floor
Tilt Table				
Transesophageal Echo (TEE)				
<b>NRH Regional Rehab</b>				
PT / OT / Speech Therapy	301-581-8030		Mon. - Fri., 7:00 am - 6:30 pm	Various Offsite Locations
<b>Radiation Oncology</b>				
Brachytherapy (prostate seed implants)	301-896-2012		Mon. - Fri., 7:30 am - 5:00 pm	SOMC - 1st Floor (Suite 1200)
Conformal 3D Radiation Therapy				
Intensity Modulated Radiation Therapy (IMRT)				
<b>Radiology - Main Hospital</b>				
Biopsies	301-896-3202		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 1st Floor
Interventional Radiology				
Angiography				
Arteriography				
Magnetic Resonance Imaging (MRI) with Sedation				
Mediport				
Myelograms / Cisternograms				
Vertebroplasty				
Breast Needle Localizations	301-896-3620		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 1st Floor
Breast Biopsy (MRI-guided and Stereotactic)				
CT Scan	301-896-2222	301-896-2482	Mon. - Fri., 7:30 am - 6:00 pm	Main Hospital - 1st Floor
Magnetic Resonance Imaging (MRI)				
Nuclear Medicine				
Ultrasound				
X-rays (General) (see FAQ on reverse)	301-896-3202		Mon. - Fri., 8:00 am - 4:00 pm	Main Hospital - 4th Floor
Uterine Fibroid Embolization				

	PHONE #	FAX #	SCHEDULING HOURS OF OPERATION	LOCATION PROCEDURES ARE PERFORMED
<b>Radiology - GCM-Suburban Imaging</b>				
Breast Biopsy (Stereotactic & Ultrasound)	S			[S] SOMC - 3rd Floor (Suite 3100) [R] Rockville - 9420 Key West Ave. (Suite 100) [C] 5530 Wisconsin Ave. (Suite 1010)  *Patients with a history of contrast reactions or who require moderate sedation should be scheduled at the main hospital.
CT Scan	SRC			
ScanSmart	S			
Dexascan	S			
MRI (High Field)	SRC	[S] 301-897-5656	[S] Mon. - Fri., 8:00 am - 4:30 pm	
Mammography	S	[R] 301-762-2211	[R] Mon. - Fri., 8:00 am - 4:30 pm	
PET/CT	S	[C] 301-656-0656	[C] Mon. - Fri., 8:00 am - 4:30 pm	
Chest CT	S			
Coronary Calcium Scoring	S			
Virtual Colonoscopy	S			
Ultrasound	SRC			
X-rays (General)	SRC			
<b>Respiratory Therapy</b>				
Indirect Calorimeter Study	301-896-2057		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 1st Floor
Metabolic Stress Test				Main Hospital - 4th Floor
Pulmonary Function Test				
<b>Sleep Center (Visit Web site for more information)</b>				
CPAP / BIPAP	301-896-3039		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 2nd Floor
Multiple Sleep Latency				
Polysomnography				
<b>Surgical Services</b>				
Inpatient / Outpatient Surgical Procedures - Main Hospital	301-896-2044		Mon. - Fri., 8:00 am - 4:30 pm	Main Hospital - 5th Floor
Outpatient Surgical Procedures - Suburban Outpatient Surgery Center	301-896-2044		Mon. - Fri., 8:00 am - 4:30 pm	SOMC - 2nd Floor (Suite 2100)
Pre-Surgical Testing	301-896-2222	301-896-7346	Mon. - Fri., 8:00 am - 6:00 pm	Main Hospital - Lower Level

## FREQUENTLY ASKED QUESTIONS (FAQS)

### Should patients pre-register for their procedures?

Yes. For all hospital-based services, patients can pre-register online at [www.suburbanhospital.org](http://www.suburbanhospital.org) or by calling the Pre-Registration Department at 301-896-2222. This will expedite the registration process on the day of the procedure. The Pre-Registration Department is open between the hours of 8:00 am - 6:00 pm, Monday through Friday.

For services performed at the Suburban Outpatient Medical Center (Radiation Therapy, Outpatient Surgical Center, Infusion Center and GCM-Suburban Imaging) and/or the Montrose Road location, patients should contact the individual department telephone number listed in this guide.

### Where do patients go on the day of the procedure?

For all procedures at Suburban Hospital (main campus), excluding the exceptions noted below, patients will need to go to the Admissions Department (main lobby of the hospital). Patients should come prepared with a picture I.D., insurance card(s) and any applicable co-payments or deductibles.

Exceptions: Diabetes Education participants should proceed to the Atrium area on the 2nd Floor; Pre-Surgical Testing patients should proceed to the Pre-Testing Center on the lower level of the hospital.

For all procedures at the Suburban Outpatient Medical Center (Radiation Therapy, Outpatient Surgery Center, Infusion Center and GCM-Suburban Imaging) or other outpatient locations, patients will need to report to the individual facility.

### Do patients need to schedule an appointment for Laboratory Services?

The laboratory tests do not require an appointment. They are performed on a walk-in basis. The locations and hours of operation are noted under the Laboratory section. Laboratory testing requires a prescription from the ordering physician.

### What other procedures do not require an appointment?

General X-rays in the Suburban Hospital Radiology Department (main hospital) do not require an appointment and are performed on a walk-in basis between the hours of 8:00 am - 8:00 pm, seven days a week. All X-rays require a prescription from the ordering physician.

### What is the Suburban Outpatient Medical Center (SOMC)?

The Suburban Outpatient Medical Center (SOMC), located at 6420 Rockledge Drive in North Bethesda, offers a wide range of state-of-the-art outpatient services, including the Suburban Outpatient Surgery Center (SOSC), Radiation Oncology, the Infusion Center, a Dialysis Center, and GCM-Suburban Imaging. A retail pharmacy is also located in the SOMC. Additional services are also conveniently located in adjacent buildings on the same campus.

### Do certain procedures require insurance pre-certification?

To determine if a procedure requires pre-certification, patients should contact their insurance company. Any additional questions regarding pre-certifications can be answered by the Financial Counseling Department by calling 301-896-2222.

