

**Center for Human Phenotypic Science
Center for Quantitative Echocardiography
Ground Rhoads Echo Lab, HUP**

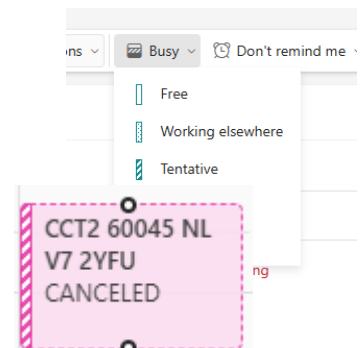
CHPS Echo Lab Hours:

Monday-Friday 8:00am to 4pm (echo start time)

Earlier or later echoes may be possible by prior arrangement, please email sonographers and cc Laney to request (contact information below)

Scheduling:

- The echo must be scheduled on the shared “Research Echo Core Lab” Outlook calendar **and** submitted in the [CHPS scheduling app](#) prior to the appointment
 - **We cannot start your echo unless the appointment is on the calendar AND includes the Scheduling Record ID from the app.**
- Reserve in 75-minute slots unless otherwise instructed.
 - The lab will let you know at study start-up if your protocol requires a different appointment length.
 - In rare instances, it may be possible to schedule in shorter time slots in order to accommodate an echo on a specific date – please email the sonographers and Laney to request and please include reason for the exception (see contact information below).
 - The event on the Outlook Calendar **must include the following information:**
 - Patient Name
 - DOB
 - MRN
 - UID
 - Accession Number (if echo is read in EPIC, otherwise put “NOT READ IN EPIC”)
 - PI Name
 - IRB#
 - CHPS #
 - Scheduling Record ID from CHPS Scheduling App
 - Other study specific information if relevant for your protocol
 - For example: “To be read by xxx” (for echoes that are read by a designated member of the study team instead of by one of the attendings with the CHPS lab) or “No local read required”
 - We will tell you at study start-up if there is other information that must be included for your protocol
- Late Changes (within 24 hours):
 - If you add/change/cancel an echo within 24 hours of the appointment time, please **update the calendar, the CHPS scheduler, AND email the sonographer(s)**
 - **Do not delete** a calendar event within 24 hours, but add “CANCELLED to the subject line” and mark the event as “tentative” (see example)



- Same Day Changes:
 - If your patient **cancels or no shows** the day of the appointment, please **call/text the sonographer(s) as soon as you are aware and update the calendar and CHPS scheduler at your earliest convenience** (detailed contact information listed below)
 - If your patient is **running late**, **call/text the sonographer(s) as soon as you are aware** with the new ETA to the core lab and please keep them updated with any changes.
 - Please note, we will do our best to accommodate late arrivals, however **if your patient arrives at Ground Rhoads more than 30 minutes after their scheduled time, we may have to reschedule for later that day or for a different day.**
 - Same day **add-ons** are generally allowable only if there are available times on the calendar
 - Please call/text the sonographer(s) to confirm.
 - Patient must be on the calendar, with CHPS Scheduling Record ID, before the echo can start. For studies that are read in EPIC, order must also be signed before the echo begins.

Note: if you know which sonographer is scanning that day (usually listed on the calendar) you can communicate with them directly, otherwise, please include all 3 Ground Rhoads sonographers (Amber, Ginny, and Zhen). Detailed contact information is below.

Echo Orders:

- If your protocol requires that the echo be read in EPIC, the research order **must be signed AND have the correct date before we can start scanning**

Date	Study Date	Description	Status	Accession
Today	Today at 13:30	RESEARCH TRANSTHORACIC ECHO (TTE) COMPLETE	Exam Begun	66546134

- The Study Date in EPIC **must be the date of the echo appointment** – if there is an unused order in the chart for a different date, a new order will need to be placed.
- You can tell if the order has been signed if the status is “Exam Begun” and the order has an accession number
- Please refer to our “Instructions for Placing Orders for CHPS Research Echocardiograms” for step-by-step instructions and contact Laney with any questions.

Other Reminders:

- Drop off **and** pick up patients – Ground Rhoads is hard to find and we don't want patients getting lost.
- The start time on the calendar is the “arrival time” at Ground Rhoads; please follow the above instructions if your patient is running late for any reason.
- If your protocol requires a copy of the echo on DVD, please bring 2 blank DVDs with you to the appointment, labeled with study, subject id, DOS and visit #. Our sonographer will copy off the machine and leave the copied DVDs on the table in the large office by COB on the day of the echo.
- When entering the request in the CHPS scheduler, we recommend that you include at least one other member of the study team as a contact for the appointments so that someone else from your team can edit the request if the appointment is cancelled or rescheduled for a different day and you are not available. Please email [Tracy Caputo](#) and [Bill Lafferty](#) if you need to cancel an appointment after the requested date/time has passed or with any questions about the CHPS scheduler.
- Please contact Laney with any questions about the shared Outlook Calendar

Echo Core Lab Contact List:

Name	Email	Phone	Role
Amber Daniels	Amber.daniels@pennmedicine.upenn.edu	856-906-3445 (cell)	Sonographer – Ground Rhoads
Ginny Englefield	Virginia.englefield@pennmedicine.upenn.edu	610-368-4442 (cell)	Sonographer – Ground Rhoads
Zhen Chen	Zhen.chen@pennmedicine.upenn.edu	610-662-9512 (cell)	Sonographer – Ground Rhoads
Jade Chung	jade.chung@pennmedicine.upenn.edu	215-629-6640 (cell)	Sonographer - PPMC
Laney Smith	Amanda.smith4@pennmedicine.upenn.edu	215-615-3245 (office)	Program Manager
Megi Sula	Megi.sula@pennmedicine.upenn.edu	215-349-5753 main lab phone #	Research Assistant
Benedicte Lefebvre, MD	Benedicte.lefebvre@pennmedicine.upenn.edu	267-591-3548 (cell)	Scientific Director
Bonnie Ky, MD, MSCE	Bonnie.ky@pennmedicine.upenn.edu	267-977-3126 (cell)	Scientific Director