



HSG Scheduling Guidelines

The purpose of this document is to assist you, the ARA scheduler, in scheduling HSG exams, on the safest day for the patient. The ideal situation is to ensure that the patient is not pregnant and not on their menstrual flow. Obtain and document the start and end dates of their last menstrual cycle, or the one coming up. Using a calendar: Count the start date as day 1. Be sure they are finished with their menstrual flow but no more than the 10th day of the menstrual cycle. This will allow the HSG exam to be performed before ovulation occurs. This only gives us a very small window of time.

All patients should be told to abstain from intercourse from time of scheduling until after the HSG exam.

Example: Started on Nov 5. Finished on Nov 8. These are days 1-4
Can be scheduled on Nov 9, 10,11,12,13, or 14. No later than Nov 14.

Example: Started Dec 7. Finished Dec 11. These are days 1-5
Can be scheduled on Dec 12,13,14,15 or 16. No later than Dec 16.

Be sure to include weekends and holidays as you count. These are consecutive days. Typically, the best days will be between **day 4 and day 10** of the menstrual cycle.

An HSG should not be scheduled if the patient is pregnant, still having their menstrual flow or if she has a pelvic infection.

- Light bleeding or spotting is ok; heavy bleeding is not.
- If she has a pelvic infection, she should call back to schedule the HSG after treatment.

HSG Exception Scenarios

If we are unable to accommodate a patient for an HSG while adhering to the 10-day rule for ANY reason you must have documented approval from a lead or supervisor before you communicate to the patient, we cannot accommodate their exam. This applies to any referring physician, not just Texas Fertility.

When applying HSG Exception Scenario we must document the Scenario number on the HSG category of the screening questionnaire along with the last menstrual period (LMP).

Click here for TFC Exception Scenario: [Texas Fertility Clinic \(TFC\) Patients](#).

Common scenarios when scheduling Outside of 10-day Rule Solutions

1) Scenario 1: Patient is unsure of their last period date.

Solution:

- Have the patient wait until her next menstrual cycle. Instruct patient to contact us on the first day she starts her period and schedule her within the 10-day rule.
- If patient is predicting an upcoming menstrual cycle date, have her contact the scheduling dept. if the true date is different from her predicted date. This could place her outside of the 10-day rule. Reevaluate the dates and adjust accordingly.

2) Scenario 2: Patient never really stops bleeding or routinely has longer a than a 10-day menstrual cycle.

Solution:

- Have her wait until a very light flow day. Instruct patient to contact us on a very light day. We need to work them in quickly; same day is best.
- Instruct patient to abstain from intercourse until after the exam.
- We will perform urine pregnancy test at the ARA clinic.

3) Scenario 3: Patient has not had a period for many months.

Solution:

- A serum (blood) pregnancy test is required through their Dr.'s office.
- Have results faxed to ARA scheduling Dept.
- Instruct patient to abstain from intercourse until after the exam.

- 4) Scenario 4: Patient cannot fit into the 10-day rule due to no menstrual cycle but on birth control pills, or up to date on the Depo-Provera shot (every 90 days or has a same gender sex partner; and has not yet had an IVF procedure. It is very unlikely that she could be pregnant.

Solution:

- Schedule the patient. Inform the patient that we will perform a urine pregnancy test at the clinic prior to the exam.

Texas Fertility Clinic (TFC) Patients

Providers: Dr. Natalie Burger, Dr. Lisa Hansard, Dr. Susan Hudson, Dr. Ericka Munch, Dr. Anthony Propst, Dr. Kaylen Silverberg, and Dr. Thomas Vaughn

- TFC HSG patients should be scheduled within ARA guidelines
- If a TFC patient is scheduled outside of ARA guidelines, approval need to be obtained by the on-site radiologist after discussing with the referring provider.

Solution Workflow:

Scheduler:

- Schedule exam out at least 2-business days
- Inform pt. RAD approval is required.
- Instruct patient to abstain from intercourse until after the exam.
- We will perform urine pregnancy test at the ARA clinic.
- Appointment Note: add “Sent email for RAD Approval”
- Use Noble’s email notifications “Texas Fertility Center – HSG”

Leads:

- Validate appointment details and notes
- Add patient name and appointment summary before forwarding to On-Site RAD and the site manager for the scheduled date.