Visit Scheduling Procedure

Please keep in mind that this is RECOMMENDED but not required.

**Scheduling**

You can schedule a site visit with Saint Vincent Healthcare in Billings or a hospital in your area (please note that Billings Clinic is currently NOT allowing site visits- please do not call them). Site visits normally last four (4) hours and are usually scheduled in the mornings when there are more examinations to observe. You will be "job shadowing" a radiologic technologist. These visits require considerable time and effort of the hospital staff, so please be respectful and make sure you follow through or contact them quickly if unable to make it. *If you do not live in the Billings area, you may try contacting a radiology department at a hospital in your area.* Also be sure that you leave a number that a message can be left on (voicemails are setup and not full), otherwise your ability to secure a site visit can be impacted. It is recommended that you do your site visit at a larger hospital as you will have a more complete understanding of the radiology profession.

**ST VINCENT HEALTHCARE Site Visit:** To schedule a site visit at St. Vincent Healthcare, please call Karlee May at St. Vincent Healthcare Radiology Department at (406) 237-4385 or karlee.may@sclhealth.org to schedule a time and date for your site visit. If she is not available when you call, leave a phone message and she will contact you. Please make sure your voicemail is setup and able to receive messages. This is the only way you should be reaching out to setup a visit. Karlee will schedule site visits, Monday through Friday. You must be sure to bring your driver’s license or a picture ID that includes your signature to your site visit.

**Appropriate Dress for Hospital Site Visits**

You must dress professionally as you will be observing in areas of the hospital where patient and patient families can see you. You need to wear slacks, dress shirts and or blouse type apparel. You cannot wear jeans, perfume, T-shirts, open toed shoes, low-riding pants or low cut tops. The hospitals, and especially many patients, do not want to see tattoos, nose rings, belly rings or cleavage so please keep covered. Wear comfortable footwear as you will be shadowing a radiologic technologist during your visit and you will be on your feet most of the time. If you have any questions about appropriate dress, be sure to ask the lead technologist when you schedule your site visit.

**Confidentiality**

Confidentiality is a major legal and ethical issue in any medical situation and you must not discuss or relate any patient names, histories, conditions, procedures performed, or the results of those procedures from your site visit.