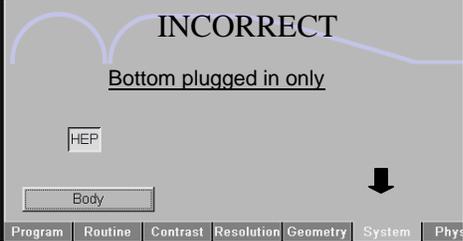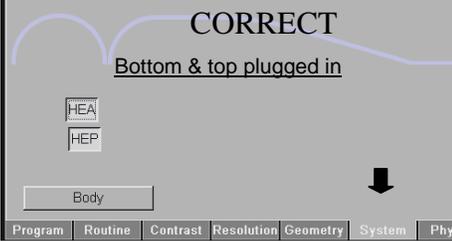## Procedure Form check list: Head Coil 32 channel

Procedure	Completed
1. First register subject. Remove 8 channel head coil and place on counter. Use tabs to disconnect plug. Insure that top section of the 32 channel coil is secured to the bottom section of the coil before lifting coil. **Only lift from the bottom section of the coil.** Do not lift using the top section of the coil.	
2. Insert the slot of the head coil into the key on both sides of the scan table.	
3. Remove top section of head coil and set in the bore of the magnet.	

4. Plug in connectors for the bottom section of the head coil as follows:
    32 channel head coil: bottom section
      a. Insert plugs into port outlet # 2, 3, and 4. Note: The display will indicate "plug missing" until all three plugs have been plugged in.
      b. Verify that the 32 channel head coil name is displayed on the LCD screen (only visible for 10 seconds).
      c. Verify that the rectangular icon is displayed solid on the LCD screen and not blinking. **If rectangular icon is blinking reinstall plug and reverify.**	

5. Position subject so eyebrows are at coil line. Immobilize head with sponges as needed.	
6. Insert top section of head coil. Place mirror assembly on 32 channel coil but **do not attach mirror yet.**	

7. Plug in connectors for the top section of the head coil as follows:
    32 channel head coil: top section
      a. Insert plugs into port outlet # 1 and 4. Note: The display will indicate "plugs missing" until both have been plugged in.
      b. Verify that the 32 channel head coil name is displayed on the LCD screen (only visible for 10 seconds).
      c. Verify that the rectangular icon is displayed solid on the LCD screen and not blinking. **If rectangular icon is blinking reinstall plug and reverify.**	

8. Landmark with laser light, **place mirror on mirror assembly**, and advance to scan.	
9. At the operators console drag the localizer to the queue. Click open. Go to "systems" tab on the protocol side. Verify that both "HEP" and "HEA" buttons are visible and are both white not gray in color. **If only HEP is visible, the top section of the coil is not plugged in. Bring subject out of scanner and check plug connections and reverify.** **Not plugged in correctly** **Plugged in correctly**	
10. When study is complete, **wipe 32 channel head coil with disinfectant** secure top section to head coil. Unplug using tabs and return 32 channel head coil to shelf. **Replace 8 channel head coil and insert plug.**	