

UBC MRI Research Centre Incidental Finding Workflow

The Technologist emails the Study PI, Coordinator & MRI Technologist Supervisor notifying them that there has been an incidental finding: confirms who will disclose and who is the reviewing radiologist, requests subject/GP contact info if the Centre Radiologist will be doing this

Server Folder

The Technologist fills out an **Incidental Finding Review Form** and saves it to this folder

PACS De-Identified Imaging Exam

The Technologist changes study priority to **Incidental Find** & assigns the reviewing Radiologist to the study

PACS MRI Subject Database

The Technologist changes study priority to **Incidental Find** and assigns the Centre Radiologist if they are the one reviewing the case.

The Technologist sends the **Incidental Finding Review Form** to the Reviewing Radiologist (reply all to the notification email)

Radiologist Review

The Radiologist reviews the case and emails the completed **Incidental Finding Review Form** to the Centre

The Technologist uploads the completed **Incidental Finding Review Form** to the PACS De-Identified Exam and the MRI Subject Database

Centre Radiologist Review

The Technologist adds Subject and GP contact information to PACS MRI Subject Database

The Radiologist reviews the case and uploads the completed **Incidental Finding Review Form** to PACS, including disclosure plan.

The Technologist faxes the Subject GP the **Incidental Finding Review Form** using the fax cover letter.

Server Folder

The Technologist deletes the Review Form from scaninfo

PACS De-Identified Imaging Exam

The Technologist updates the study status to **Reviewed IC Find**

PACS MRI Subject Database

The Technologist uploads the fax cover letter and the **Incidental Finding Review Form**. The Technologist updates the study status to **Reviewed IC Find**