

## **Brain Imaging Center (BIC)**

### **Procedure for Anomalous Findings in MR Brain Imaging**

1. If the Brain Imaging Center MR Technologist, Level 2 Certified Scanner Operator, or Member of a Research Team has concerns that an anomaly may be present, the image data of the Research Participant of concern will be viewed by the MR Technologist and/or BIC Director. The MR Technologist will complete an Advanced Radiology supplied form (pdf report) indicating the Scan Image Number; Age and DOB of Research Participant; Description of the Possible Anomaly (MR signal characteristics); and Location of the Possible Anomaly within the Research Participant (slice numbers of specific sequences) which will also be made available to the BIC Director.
2. The BIC Director and/or the MR Technologist will review the case, make note of the Research Participant's identity, and send the scan images directly from the MR Scanner console to Advanced Radiology's PACS System via network node. The pdf report will then be sent to Shannon Bradshaw, Advanced Radiology Registration Supervisor, via email.
3. Shannon will upload the Research Participant pdf report into the Radiology Information System (RIS) which notifies Dr. Greg Szarnecki, Advanced Radiology Neuroradiologist, of the "read" via the generated work list. Dr. Szarnecki will review all forwarded images and information to determine whether the case demonstrates an anomaly, provide a preliminary description of the anomaly, and indicate whether the Research Participant in question should be notified and a recommendation made to consult with their Primary Care Physician for follow-up. Shannon Bradshaw will forward Dr. Szarnecki's Final Exam Report via email to Lee Lassiter, BIC MR Technologist, who will consult with Scott Frey, BIC Director regarding the findings and recommendations.
4. If a "Clinical Exam" is indicated, the BIC Director, MR Technologist, or Administrative Assistant will contact the Research Participant by phone and request they attend an appointment with the BIC Director as soon as possible. **NOTE:** If a person-to-person meeting is not possible, item #5 will be covered in a phone meeting and the letter will be mailed to the Participant.

At this stage, the Principal Investigator will be informed that an anomaly was detected so that they can determine whether or not to include the collected data in their project. The details of the Neuroradiologist's report will be kept confidential.

5. At the appointment, the Research Participant will be shown the images that resulted in the decision to consult with "Medical Experts" with respect to their case. They are informed of the Neuroradiologist's preliminary description and that a "Clinical Exam" is recommended. A signed letter from the BIC Director addressed to the Research Participant's Physician is presented to the Research Participant. The letter briefly describes the steps mentioned above, provides the Neuroradiologist's preliminary report, and includes a recommendation for the Research Participant to seek a medical consult with their Primary Care Physician in order to obtain a clinical MRI referral.
6. The Research Participant is asked to sign the letter, indicating that they understand the recommendation for medical follow-up.
7. Jane Lierheimer, Advanced Radiology Billing Supervisor, 573-442-1788 will send an invoice for Dr. Szarnecki's Services (\$150.00 per "Read") via email to BIC Administrative Assistant, Bret Glass, who will submit the invoice with a pink Psychological Sciences Financial Transaction Documentation Sheet to Brittany Greenlaw in the Department of Psychological Sciences Fiscal Office via Campus Mail or Email for issue of payment. Billing information will also be documented in an Excel Spreadsheet, saved, and password protected at "X:\BIC\Brain Imaging Center\BIC Anomaly Procedures\Advanced Radiology" for archival reference for a period of at least 3 years.

## Contact Information for Key Personnel:

*University of Missouri-Columbia Brain Imaging Center (BIC)*  
*1416 Carrie Francke Drive*  
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**Lee Lassiter, BIC MR Technologist:** 573-882-0447 (Email: [lassiterl@missouri.edu](mailto:lassiterl@missouri.edu))

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*Columbia, Missouri 65201*

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**Shannon Bradshaw, Advanced Radiology Registration Supervisor:** 573-442-1788  
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**Dr. Greg Szarnecki, Neuroradiologist:** 573-442-1788

**Jane Lierheimer, Advanced Radiology Billing Supervisor:** 573-442-1788  
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