

Brain Imaging Center (BIC)
Procedure for Anomalous Findings in MR Brain Imaging

1. If the Brain Imaging Center MR Scanner Operator, 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 Center's BIC Coordinator, MR Scanner Operator and/or BIC Director. An Advanced Radiology supplied form (pdf report) will be completed 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 Coordinator, MR Scanner Operator and/or BIC Director will review the case, make note of the Research Participant's identity, and share the scan images with Advanced Radiology in a secure fashion (e.g., scan images may be sent directly from the MR Scanner console to Advanced Radiology's PACS System via network node or via delivery of a CD-R Compact Disc). The pdf report will then be sent via email to the Advanced Radiology Registration Supervisor.
3. The Advanced Radiology Registration Supervisor will upload the Research Participant pdf report into the Radiology Information System (RIS), which notifies one of their board-certified clinical radiologists with prior experience interpreting head MRIs of the "read" via the generated work list. The radiologist 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. The Advanced Radiology Supervisor will forward the radiologist's Final Exam Report via email to the BIC Coordinator, who will consult with the BIC Director regarding the findings and recommendations.
4. If a "Clinical Exam" is indicated, the BIC Director, MR Scanner Operator, or BIC Coordinator will contact the Research Participant by phone and request that 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 radiologist'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 will be informed of the radiologist's preliminary description and that recommendation for a "Clinical Exam". A signed letter from the BIC Director addressed to the Research Participant's Physician will be provided to the Research Participant.

The contents of the letter briefly describe the steps mentioned above, provides the radiologist'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. The Advanced Radiology Billing Supervisor will send an invoice for their services via email to the BIC Coordinator and/or BIC Director, who will submit the invoice to the Psychological Sciences fiscal office 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.