

## Incidental Findings Workflow Process

1	<b>Prior to the first scan, the principal investigator (PI) of a study involving MR scans at ZMBBI, or their designated lab member, will request a REDCap account by emailing NI Senior Systems Administrator Zhi Qiang (Michael) Zhang (<a href="mailto:zqz1@cumc.columbia.edu">zqz1@cumc.columbia.edu</a>).</b>
2	<b>Immediately after each scan, while still at the scan console, a designated lab staff member or the MR Technologist will push the structural MR sequences directly from the scanners to the Radiology research PACS (RADIO) for reading by the assigned radiologists. (Instructions are posted at the scanner.)</b>
3	<b>The designated lab member will login to REDCap and will “Add a New Record” by completing the information necessary for review.</b>
4	<b>The radiologist will review each MR scan and complete the “Read” part of the form as soon as possible, but no later than 10 business days after receipt of the sequences.</b>
5	<b>Lab members of the study can retrieve the reads from REDCap. If a read has not been completed in the required time, or an expedited read is required, then Stephen Dashnaw should be informed.</b>
6	<b>Invoice of completed IFs will be sent to ZMBBI periodically. Invoice will be accompanied by the listing of IF reads occurred in the billing period. ZMBBI will provide Columbia Radiology with a chartstring(s) for the billing process. Once approved by ZMBBI, Columbia Radiology will prepare an IDI and supply ZMBBI a copy of journal entry.</b>