

Workflow Process

	Current
1	Prior to an IRB protocol being submitted to the IRB, the principal investigator (PI) of a study involving MR scans at ZMBBI will send a form letter to Stephen Dashnaw in Radiology requesting Incidental Findings (IF) reads. Stephen Dashnaw in Radiology will countersign the letter and return it to the PI. The PI will submit the signed letter to the IRB with his/her protocol.
2	The PI will identify subjects in the study who require IF reads and a designated staff member at the ZMBBI MR Center will push the structural MR sequences directly from the scanners to the Radiology research PACS (DCM4CHEE) for reading by the assigned radiologists.
3	The person responsible to imaging will login to RedCap and will “Add a New Record” by completing the information necessary for review.
4	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.
5	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 reads is required, then Stephen Dashnaw should be informed.
6	ZMBBI will provide Columbia Radiology with a chartstring(s) for the billing process. Chartstring(s) must be provided prior to services being rendered. Invoice of completed IFs will be sent to ZMBBI on a monthly basis for approval within 5 business days. Invoice will be accompanied by the listing of IF reads occurred in the billing month. Study ID for each read will be identified. Once approved by ZMBBI, Columbia Radiology will prepare an IDI and supply ZMBBI a copy of journal entry.