

APPLICATION: ASAP AUDIENCE: Providers ORIGINATION DATE: 12/22/2022 EFFECTIVE W/EPIC VERSION: May 2022 REVISION DATE: 1/4/2023 TEMPLATE APPROVED:

### **Incidental Findings Workflow**

When the Radiologist communicates with other Medical Staff about an **Imaging Incidental Finding**, it's important to track that the communication took place and follow up actions are complete. The **Result Tracker**, **Incidental Findings Best Practice Advisory (BPA)** and **In-Basket Results** message make it easier to ensure that the proper communications are documented. These tools will ensure that our organization meets legal and ethical requirements for Tracking Results.

Incidental Findings will trigger a BPA which will appear on the Patient's Story Board.

If an **Incidental Findings note type** is not created, the provider will <u>not be able to</u> <u>select a discharge disposition</u> <u>until the incidental findings note type is created</u> **AND** the <u>Best Practice Advisory is satisfied</u>.

The **Best Practice Advisory (BPA)** must be satisfied in two steps. **Step 1**: write a note using the **Incidental findings** note type and **Step 2**: Click Incidental Findings Acknowledged (See image below):

#### STEP 1:

- 1. Double click "Incidental Findings" from the Patient's Storyboard
- 2. Review the **Incidental Finding** and discuss with the patient/family
- 3. Then, click on the blue hyperlink Click here to write Incidental Findings Note

VITUAIONCEMANT CONTRACT VirtuaIoncemand Test Male, 60 y.o., 9/29/1962 MRN: 30002369 Cur Location: GHS EMERGENCY XR Code: Not on file (no ACP docs)		
Employee ID: None FPL Status Code: None	① Annual SDOH screening due	
Suicide Risk: None Opioid Management: None COVID-19 Vaccine: Unknown Infection: None		//
Isolation: None     Incidental Findings     Depression Screening     Required	Finding - Incidental Finding note is missing on this patient. Found on: Dec 21 on XR Chest 4 + Vw Read by: Peterson, Ryan B., MD (404-616- 1000) 2	
Care Team: No PCP Coverage: None	2/22/2022 visit with Todd, Michelle L., MD for ESTABLISHED  Images Images References  Dictations  Dic	
Allergies: Not on File 8:40 AM ESTABLISHED Blood Pressure: 120/80		
LAST 3YR	✓ <u>A</u> ccept <u>Cancel</u>	



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4. The provider would then be taken to the **Incidental Findings** navigator to complete the note type "**Incidental Findings**"

Incidental Findi	ngs	© <b>x</b> ⊖	My Note  Vote Details
RESULT TRACKER	Incidental Findings  Create Note There is a note open of the following type that has not been saved: Incidental Findings Scroll Back to Top	O Notes Activity +	Note Details
s			☆ Pend ☆ Sign when Signing Visit ✓ Sign X Cancel

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#### <u>STEP 2:</u>

To record the time stamp and remove the BPA for **Incidental Findings** from storyboard:

- 1. Double click "Incidental Findings" from the Patient's Storyboard
- 2. Review the **Incidental Finding**, discuss the finding with the patient/family, and complete the dedicated **Incidental Finding** note documentation
- 3. Click the **Acknowledge Reason** button **"Incidental Findings Acknowledged"** to address the BPA.

	E SnapShot Demogr Chart Review Advan Review Results Synopsis History Medic Triage Plan	
	12/22/2022 visit with Todd, Michelle L., MD for ESTABLISHED	
Virtualondemand Test Male. 60 y.o. 9/29/1962 MRN: 30002369 Cur Location: GHS EMERGENCY XR	Images       Images	
Code: Not on file (no ACP docs) Employee ID: None	SDOH-Alert	
FPL Status Code: None		
,O Search	BestPractice Advisory - Test, Virtualondemand	
Suicide Risk: None Opioid Management: None COVID-19 Vaccine: Unknown	High Priority (1)  A Select the appropriate acknowledgement reason	
Infection: None  Infection: None Incidental Findings  Depression Screening Required	g - Incidental on: Dee 21 on XC hest 4 + Vw 1000) (By selecting Acknowledge, you certify that you wave reve 2 ve findings and will provide further patient care as	
Care Team: <b>No PCP</b> Coverage: <b>None</b>	needed ]] The following actions have been applied:	
Allergies: Not on File	✓ Sent: <sup>™</sup> Incidental Findings <sup>●</sup> Acknowledge Reason	
8:40 AM ESTABLISHED Blood Pressure: 120/80	Incidental Findings Acknowledged I am 3 hary Provider	
LAST 3YR 식 Internal Med, Radiology	Accept Cancel	

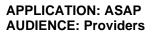


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4. If an **Incidental Findings** note <u>is not created</u>, the provider will <u>not be able to select a</u> <u>discharge disposition until note is created</u> and <u>the **Best Practice Advisory** is satisfied</u>.

Discharge		٢	×
DISCHARGE Final Diagnosis Second Signature Order Review PDMP PDMP login Orders Work/School Exc Comm Mgt Discharge Inst	Disposition     Incidental findings have been noted by Radiology. Please review the report and determine the significance of these findings. Please review the report with the patient and complete the following documentation.     The second se	+	
Disposition 3	C BestPractice Advisories	0	
SmartSets Follow-Up Charge Capture	High Priority (1)  This patient has an incidental finding on a Radiology report that must be addressed and discussed with the patient. An incidental Finding note is missing on this patient. X	*	
DECARSO DOCUMENTATION Infectious Diseas Medicolegal Clea Autopsy Quality	Finding - Incidental Found on: Nov 2, 2022 on XR Chest 4 + Vw Found on: Nov 2, 2022 on XR Chest 4 + Vw Finding - Veterone, Ryan B., MD (404-516- 1000) [By selecting Acknowledge, you certify that you have reviewed the above findings and will provide further patient care as needed ]] Click here to write incidential Findings Note Acknowledge Reason I am not the Primary Provider C Accept		

Grady



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Grady

#### Incidental Findings can be found in the following activities

#### **Notes Activity**

Notes		?∤
1 New Note 1 Create in NoteWriter ▼ Eilter 🗮 Load All 🗌 Show	w My Notes 🗌 Show Notes by 🗕 My Last Note 🧏 Mark All as Not New 📿 Refresh 🛛 More	•
All Notes Prog Notes Consults Procedures H&P	Discharge Summary ED Notes Student Notes Plan of Care Periop 💌	
Number of notes shown: 2 out of 2. All loaded.		
Sort: Date Assoc. Doc. Auth. Name More - 💷 🛠 🏕 -	🖋 Edit 🔋 Copy 🗙 Delete 🐁 Attest 🗸 Sign ■t Route 🚸 Flag For Chart Correction M	ore 🔻
Yesterday 😞		$\ominus$ $\oplus$
Prinssen, Wilhelm Incidental Findings Physician Date of Service: 12/21 1:20 PM General Medic File Time: 12/21 11:43 AM Cosign Needed	Prinssen, Wilhelmina M., MD Incidental Findings Physician Cosign Needed General Medicine	

#### **Chart Review**

€€	SnapShot	ወ Chart Rev	riew	Advance Care Planning	😨 Health Ma	intenance	Problem Lis	t 🚺 Res	ults Review	History	Medic	ations	Triage	Screenings	🚱 Plan	Order Review	Care T
Chart I	Review																
	Encounters	Labs Blood	l Bank	Imaging Surgeries	s Procedures	Cardiology	Other Orders	Medications	Episodes	Letters	Notes F	Referrals	Con	sents Med	lia LDAs	Misc Reports	
🔚 Synop	osis 🗹 Pre	view • CRefr	esh (1	1:42 AM) Select All	Deselect All	Review Selec	ed 🛋 Route 🛷	Tag 🕹 Load	Remaining	Bedmaster	SitePAC	S 🖸 Am	bulance	Post D/C	Phone Call	Visible Light	🔄 Moreho
T Eilter	s 🗹 Defa	it filter Me	🗌 Fa	mily Medicine 🗌 Asa G. Y	ancey Health	Provider Note	Discharge Sumr	hary									
	Da	e of Service		Туре	Author	Encounte	er Type End	ounter Date	Specialty	Service	e - 1	Departme	ent	Dictation	Time	Linked Surge	ery
Recent	t Notes																
<b>R</b> .	Ye	terday at 13:20	٠	Progress Notes	Me	Office Views	sit Yes	terday	Fam Med	Genera	I Medic	ASA FAM	I MED	Yesterda	y at 13:20		
<b>P</b>	Ye	terday at 13:20	۰	Incidental Findings	Me	Office Vi	sit Yes	terday	Fam Med	Genera	I Medic	ASA FAM	MED	Yesterda	y at 13:20		