

Incidental Findings Workflow



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 not be able to select a discharge disposition until the incidental findings note type is created AND the Best Practice Advisory is satisfied.

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**

The screenshot shows the Epic patient dashboard for a patient named Todd, Michelle L., MD. The dashboard displays a Best Practice Advisory (BPA) for an incidental finding. The BPA is titled "High Priority (1)" and contains the text: "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." Below this text, there is a red box containing the text "Click here to write Incidental Findings Note". Three red arrows with numbers 1, 2, and 3 point to the "Incidental Findings" link in the left sidebar, the BPA text, and the "Click here to write Incidental Findings Note" link, respectively.

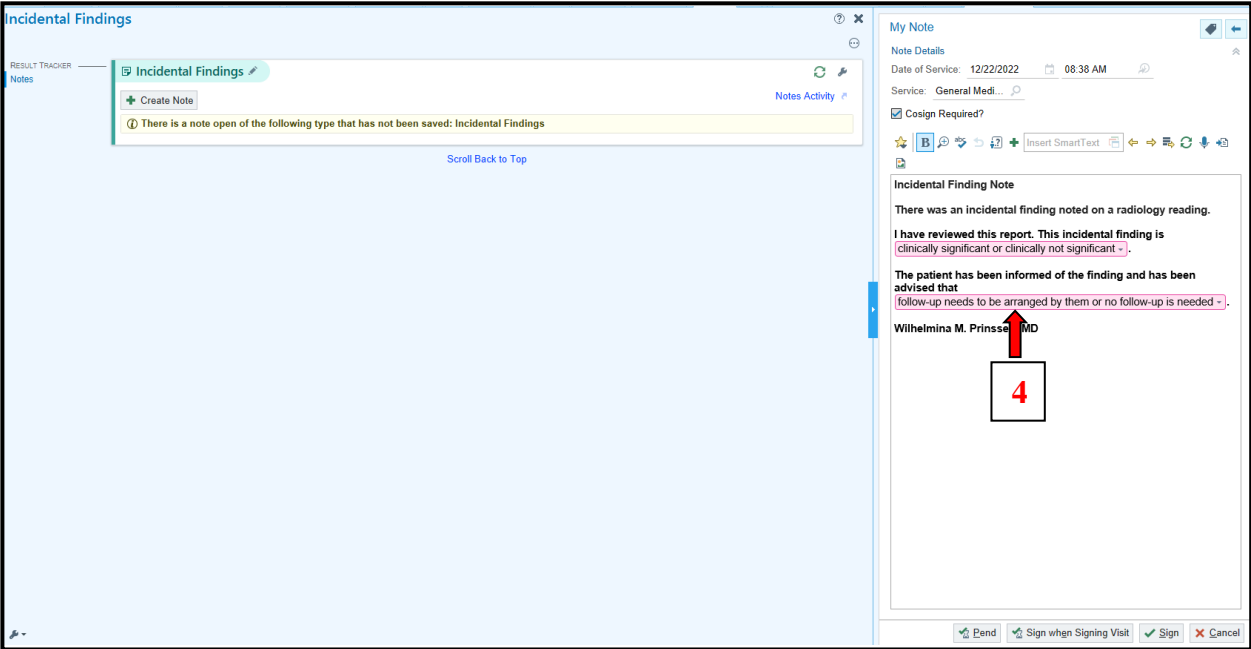
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- 4. The provider would then be taken to the **Incidental Findings** navigator to complete the note type **“Incidental Findings”**



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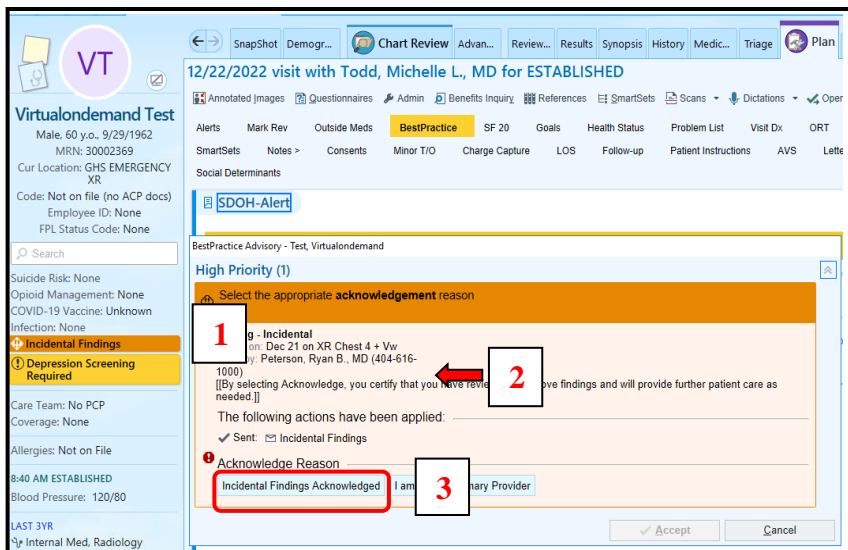
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STEP 2:

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.



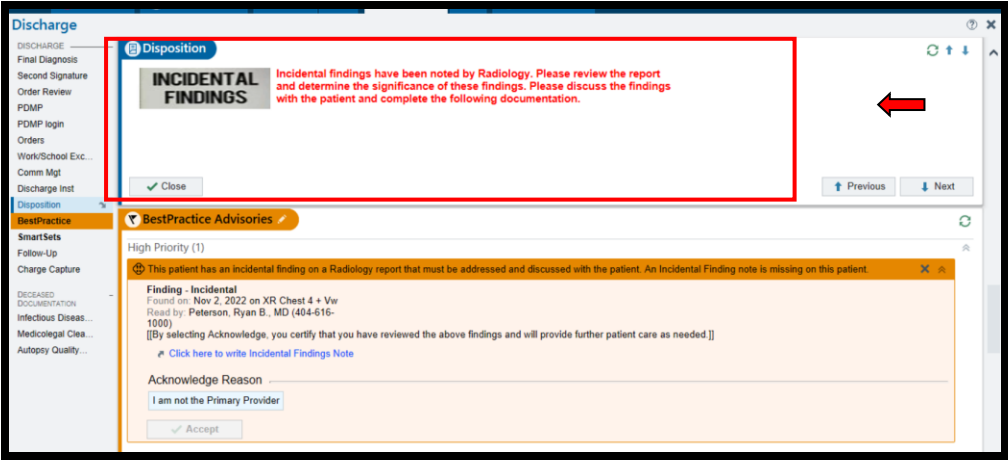
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- 4. If an **Incidental Findings** note is not created, the provider will not be able to select a discharge disposition until note is created and the **Best Practice Advisory** is satisfied.



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Incidental Findings can be found in the following activities

Notes Activity

The screenshot shows the 'Notes' application interface. At the top, there are navigation options like 'New Note', 'Create in NoteWriter', and 'Filter'. Below that, there are tabs for 'All Notes', 'Prog Notes', 'Consults', 'Procedures', 'H&P', 'Discharge Summary', 'ED Notes', 'Student Notes', 'Plan of Care', and 'Periop'. The main content area shows a list of notes with columns for 'Sort', 'Assoc. Doc.', 'Auth. Name', and 'More'. A note from 'Prinssen, Wilhelm...' is highlighted, showing details like 'Incidental Findings', 'Date of Service: 12/21 1:20 PM', and 'File Time: 12/21 11:43 AM'. To the right, a detailed view of the note is shown, including the author's name 'Prinssen, Wilhelmina M., MD' and the note type 'Incidental Findings'.

Chart Review

The screenshot shows the 'Chart Review' application interface. At the top, there are navigation options like 'Snapshot', 'Chart Review', 'Advance Care Planning', 'Health Maintenance', 'Problem List', 'Results Review', 'History', 'Medications', 'Triage', 'Screenings', 'Plan', 'Order Review', and 'Care T'. Below that, there are tabs for 'Encounters', 'Labs', 'Blood Bank', 'Imaging', 'Surgeries', 'Procedures', 'Cardiology', 'Other Orders', 'Medications', 'Episodes', 'Letters', 'Notes', 'Referrals', 'Consents', 'Media', 'LDAs', and 'Misc Reports'. The main content area shows a list of notes with columns for 'Date of Service', 'Type', 'Author', 'Encounter Type', 'Encounter Date', 'Specialty', 'Service', 'Department', 'Dictation Time', and 'Linked Surgery'. A note from 'Me' is highlighted, showing details like 'Incidental Findings', 'Office Visit', 'Yesterday', 'Fam Med', and 'General Medic... ASA FAM MED'.