Incidental Findings Workflow

When the Radiologist communicates with other Medical Staff about an Imaging Incidental Imaging 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 complete a discharge order until the dedicated 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 dedicated 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
3. Then, click on the blue hyperlink Click here to write Incidental Findings Note

![Image of Patient Storyboard with Incidental Finding]
4. The provider would then be taken to the **Incidental Findings** navigator to complete the note type “**Incidental Findings**”
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STEP 2:
To record the time stamp for Incidental Findings and remove the BPA from the 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.
If the Incidental Findings have not been addressed by discharge, the provider will not be able to complete a Discharge order until the Best Practice Advisory is satisfied.

Incidental Findings notes will be pulled into the standard Discharge Summary note.
Incidental Findings can be found in the following activities

**Notes Activity**

![Notes Activity Image]

**Chart Review**

![Chart Review Image]