

# Incidental Findings Workflow



APPLICATION: Ambulatory  
AUDIENCE: Providers

ORIGINATION DATE: 12/22/2022  
EFFECTIVE W/EPIC VERSION: May 2022  
REVISION DATE: 12/22/2022  
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 sign visit until the incidental findings note type is created and the Best Practice Advisory is satisfied.

The **Best Practice Advisory (BPA)** must be satisfied by writing a note using the incidental findings note type:

### FIRST:

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**

The screenshot shows the Epic patient dashboard for a patient named Todd, Michelle L., MD. The dashboard includes a left sidebar with patient information and a main content area with various tabs and alerts. A yellow alert banner at the top indicates 'Annual SDOH screening due'. Below this, a 'BestPractice Advisory - Test, Virtualondemand' is displayed, which is a 'High Priority (1)' advisory. The advisory text states: '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 the text, there is a red box containing the text 'Click here to write Incidental Findings Note'. Three numbered callouts (1, 2, 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.

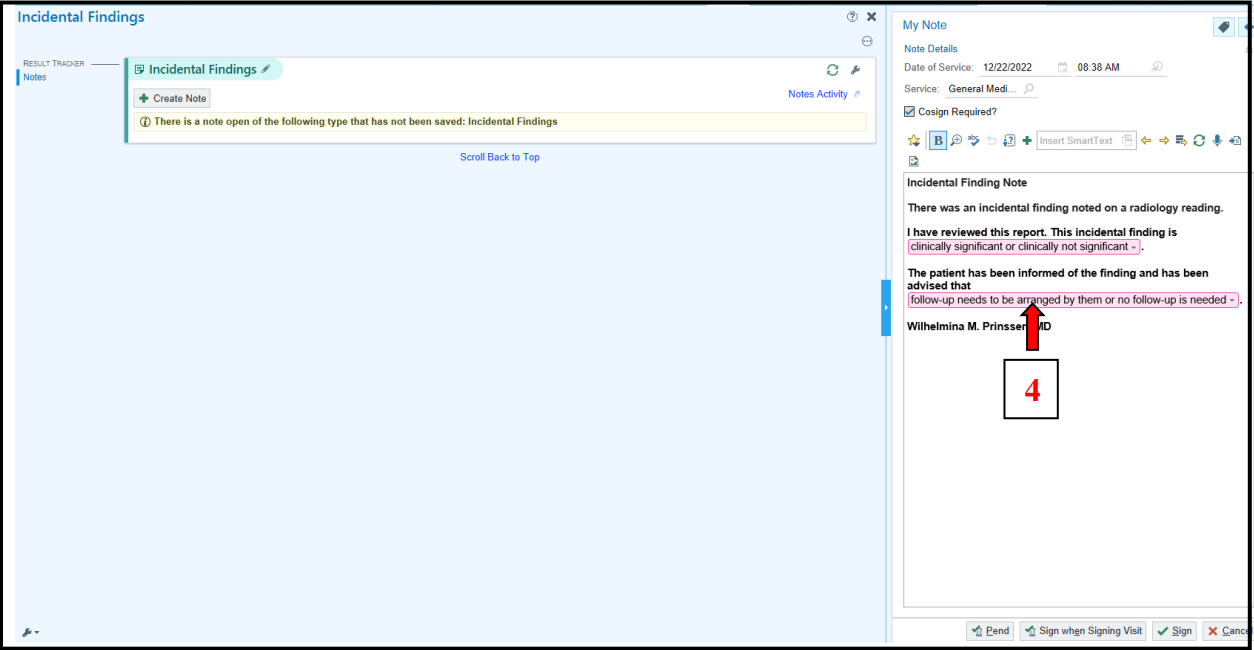
# Incidental Findings Workflow



APPLICATION: Ambulatory  
AUDIENCE: Providers

ORIGINATION DATE: 12/22/2022  
EFFECTIVE W/EPIC VERSION: May 2022  
REVISION DATE: 12/22/2022  
TEMPLATE APPROVED:

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



# Incidental Findings Workflow



APPLICATION: Ambulatory  
AUDIENCE: Providers

ORIGINATION DATE: 12/22/2022  
EFFECTIVE W/EPIC VERSION: May 2022  
REVISION DATE: 12/22/2022  
TEMPLATE APPROVED:

## NEXT:

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. After reviewing the **Incidental Finding**, discussing the finding with the patient/family, and completing the required documentation then
3. Click the **Acknowledge Reason** button "**Incidental Findings Acknowledged**" to address the BPA.

The screenshot displays the Epic EHR interface for a patient named Todd, Michelle L., MD. The main content area shows a 'BestPractice Advisory - Test, Virtualondemand' with a 'High Priority (1)' alert. The alert details a finding on a chest X-ray. Three red arrows and boxes with numbers 1, 2, and 3 point to the 'Incidental Findings' link in the sidebar, the finding details, and the 'Incidental Findings Acknowledged' button respectively.

# Incidental Findings Workflow

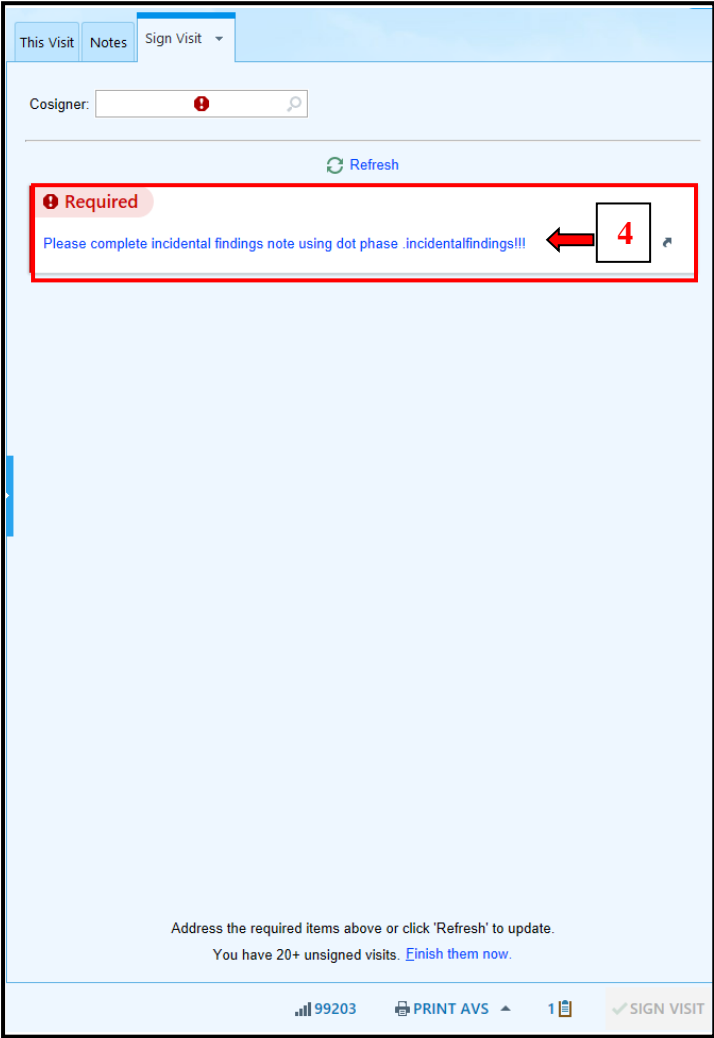


APPLICATION: Ambulatory  
AUDIENCE: Providers

ORIGINATION DATE: 12/22/2022  
EFFECTIVE W/EPIC VERSION: May 2022  
REVISION DATE: 12/22/2022  
TEMPLATE APPROVED:

**PLEASE NOTE:**

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



# Incidental Findings Workflow



APPLICATION: Ambulatory  
AUDIENCE: Providers

ORIGINATION DATE: 12/22/2022  
EFFECTIVE W/EPIC VERSION: May 2022  
REVISION DATE: 12/22/2022  
TEMPLATE APPROVED:

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'. A message indicates 'Number of notes shown: 2 out of 2. All loaded.' Below this is a table with columns for 'Sort', 'Assoc. Doc.', 'Auth. Name', and 'More'. The table shows two notes from 'Yesterday'. The first note is by 'Prinssen, Wilhelm...' and is titled 'Incidental Findings'. The second note is also by 'Prinssen, Wilhelm...' and is titled 'Incidental Findings'. To the right of the table, there are action buttons like 'Edit', 'Copy', 'Delete', 'Attest', 'Sign', 'Route', and 'Flag For Chart Correction'. Below these buttons, there is a detailed view of the selected note, showing the author's name 'Prinssen, Wilhelmina M., MD', their role 'Physician', and the note title '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 Te'. 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'. A message indicates 'Synopsis', 'Preview', 'Refresh (11:42 AM)', 'Select All', 'Deselect All', 'Review Selected', 'Route', 'Tag', 'Load Remaining', 'Bedmaster', 'iSitePACS', 'Ambulance', 'Post D/C Phone Call', 'Visible Light', and 'Moreho'. Below this is a table with columns for 'Date of Service', 'Type', 'Author', 'Encounter Type', 'Encounter Date', 'Specialty', 'Service', 'Department', 'Dictation Time', and 'Linked Surgery'. The table shows two notes from 'Yesterday at 13:20'. The first note is titled 'Progress Notes' and the second note is titled 'Incidental Findings'. To the right of the table, there are action buttons like 'Preview', 'Refresh', 'Select All', 'Deselect All', 'Review Selected', 'Route', 'Tag', 'Load Remaining', 'Bedmaster', 'iSitePACS', 'Ambulance', 'Post D/C Phone Call', 'Visible Light', and 'Moreho'. Below these buttons, there is a detailed view of the selected note, showing the author's name 'Prinssen, Wilhelmina M., MD', their role 'Physician', and the note title 'Incidental Findings'.