Lucas Policy Possible Abnormalities on MR images during Research Studies

- Please fill out online form [https://redcap.stanford.edu/surveys/?s=AY9MP3CENC](https://redcap.stanford.edu/surveys/?s=AY9MP3CENC)
- Form must include the following:
  - MR scanner (3T1, 3T2, 3T3, or 7T)
  - Date and Time of scan
  - Project ID
  - Name of Principle Investigator
  - Name of Researcher scanning + email
  - Name of Scan subjects primary care physician
  - Exam, series & image number (s) on which potential abnormality is seen
  - Brief description of the potential abnormality
- If reason for immediate concern:
  - Call Karla Epperson, Lucas Magnet Manager (650) 521-7836
- **Do not** push to PACS
- **Do not** communicate information concerning the potential abnormality nor show images of the abnormality to the subject or family members
- Ensure that subject’s screening form includes their contact information and primary care physician’s name and phone number
- Please have the subject complete a Lucas Exit form before leaving the magnet suite & leave in wall or desk file.
- **Do not** give the images to the subject as the scans conducted at the Lucas Center are research studies and against policy.
- Contact your PI or faculty advisor with the status of situation
- Follow-up MR scans ordered by the scans subject’s primary care physician are NOT to be done at the Lucas Center.
- Kevin or Karla uses completed form or submitted information to:
  - Check for presence of Stanford medical record
  - If no MRN number is available, one is generated.
  - Generate an MRN
  - Generate documentation
- Final documentation generated by Kevin or Karla
- Image data is modified at scanner and sent to PACS
- Kevin or Karla Complete and Verify in PACS
- Kevin or Karla sends secure email to Radiologist identified on the form and cc to PI and researcher requesting report
- Email includes information listed above.