

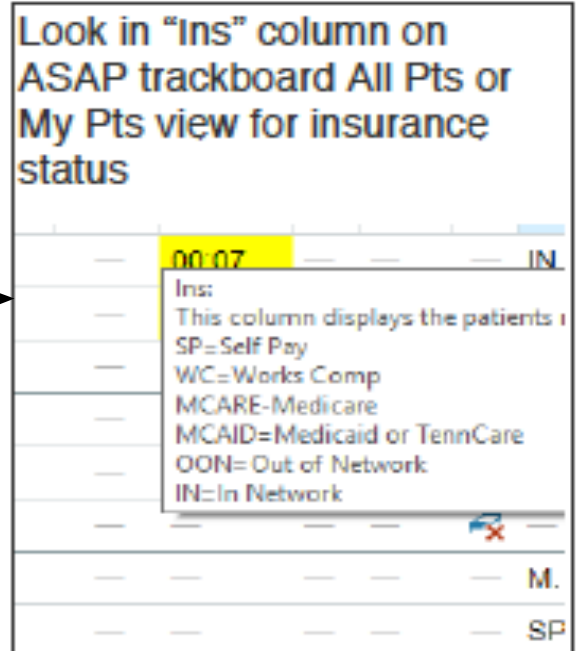
VUH Emergency Department Standard Operating Procedures for Radiology Identified Incidental Findings (including critical alerts) Requiring Follow-up

****All Critical Radiology Alert for Incidental Findings should have an ED Follow-up Request Completed Both for ED Discharges & Admits****

Step 1: Inform patient (or their POA) about the finding and need for follow-up. **Document the discussion in your note.** *It is important to stress that these findings require further evaluation before a determination of cancer/non-cancer is made. Reassure & encourage close f/u.*

Step 2: Determine if patient is in-network or out of network to determine follow-up path. Under the My Patients ED Track Board View, look in the far right "Ins" column.

Step 3: Open the **ED Follow-up Request Form** that is an available document along the top of the patient's chart story line or in the "Down arrow" button next to the wrench in top right



Step 4a: If the patient is In-network identified as "IN or MCARE" in Ins Column,
 - Select option "In Network Incidental Radiology Findings" button.
 - Complete the form and **include** the description of the finding(s) needing evaluation.
 - Form will be routed to a VUMC Ingram Cancer Center (VICC) coordinator who will schedule the patient in the appropriate VICC clinics.

Step 4b: If the patient is Out of network identified as "OON, MCAID, SP, WC" in Ins Column,
 - Select option "Out of Network Incidental Radiology Findings" button.
 - Complete the form and include the description of the finding(s) needing evaluation.
 - Form will be routed to our ED Case Managers who will work with the patient to ensure appropriate follow-up with their PCP (who may refer them to a specialist) or directly to the appropriate specialty clinics.

- In Network Incidental Radiology Findings (Ins)
- Out of Network Incidental Radiology Findings
- ED to VHVI (Cardology) Urgent Clinic Referral
- ED to GI Critical Clinic Referral (deferred admis
- ED to GI Urgent Clinic Referral (deferred admis
- ED to ID Urgent Clinic Referral
- First Time Epilepsy Urgent Clinic Referral
- Non-Urgent, Non-TNCare Insured Specialty Cli
- Occupational Health next day follow-up **Van
- Prescription