10 January 2018

**SDSU Imaging Center Incidental Findings Policy**

1) We remind participants on our screening form that scans are not optimized for the detection of clinical abnormalities (e.g., we never use contrast, we often do not perform T2-weighted scans)

2) Operators are trained on anonymized examples of incidental findings from previous scans

3) Each operator pages through the slices in a new subject's structural scan in all three planes using the Siemens "Neuro 3D" application on the console

4) If something unusual is noted, the operator contacts the MRI center director

5) If the imaging center director concludes more attention is needed, the images are referred to neurologist

6) If the neurologist suggests that the incidental finding is alarming, the scanner center director writes letter to subject's doctor, and personally describes to the subject what is in the letter and what the text in the letter refers to in their brain images

7) The participant may obtain a copy of their imaging data if they request it

The scanner center director has experience examining more than 10,000 scans, at the Hillcrest UCSD Medical Center MRI, at UCSD Thornton Hospital, at UCSD Center for Functional MRI, at the Birkbeck/UCL Imaging Centre, London, and now back at the SDSU Imaging Center.