

# MRI Interpretation at National Prion Disease Pathology Surveillance Center

## General Process for sending images to the NPDPSC:

1. Have a CD made of Brain MRI images by contacting the performing facility's Medical Records Department or Film Library. You will likely need to fill out a Release of Medical Information. **Please include the contact information of the referring/treating physician so that we can release the MRI report with the findings to them.**
2. Mail the CD to: National Prion Disease Pathology Surveillance Center  
Attn: Keisi Kotobelli Rm. 417  
2085 Adelbert Rd.  
Cleveland, OH 44106  
  
\*You may have the Medical Records Dept/Film Library send the CD directly to us or you may send the CD independently.  
\*\* Please note, the delivery service chosen to send the CD will affect result turnaround time. (FedEx is generally fastest, then UPS, USPS generally takes the longest)
3. Once we receive images, we will extract and upload them for our neuroradiology doctor to read.
4. The neuroradiology doctor will read the images and prepare a report with the findings. The doctor will indicate on this report whether or not the MRI images were suggestive of prion disease.
5. This report will be transmitted to the treating physician of the patient. Due to our IRB protocol and HIPAA compliancy, we are only allowed to report results to physicians. **Therefore, it is important for the person sending the CD to include the physician's contact information with the packet.**
6. The family member can then contact the physician to obtain the MRI results.

## **PLEASE NOTE:**

\*Family members sending images should be the patient's Legal Next of Kin, Medical Power of Attorney or Healthcare Proxy.

\*Unless you are the patient's spouse, a copy of this documentation will need to be emailed or faxed to the NPDPS for HIPAA Compliance.

\*Family members sending images MUST inform the patient's treating physician that they are sending images and to expect results of our interpretation.

## **ELECTRONIC IMAGE SHARING**

The patient's family or physician may also send images electronically. If you are interested in this option, please let us know. The general process is as follows:

1. We will email you a link to a secure folder where you will be able to upload the images to. Accepted image format is .DICOM
2. Upload your images into this folder  
\*Note – this may take a significant amount of time (or not be feasible) if there are multiple MRIs or several hundred images on the study. Place your disc into your PC. When the dialog box opens asking what you would like to do, choose the File explorer option. Look for a .DICOM file, double click and find the folder containing the study images. Upload that entire folder rather than one image at a time.
3. We will be notified that you have uploaded images into the folder. We will retrieve the images from the folder and send them securely to the neuroradiology doctor. Refer to Steps 4-6 of the General image sharing process.

Any questions about the MRI interpretation process can be directed to:

Keisi Kotobelli - [keisi.kotobelli@uhhospitals.org](mailto:keisi.kotobelli@uhhospitals.org), Phone: 216-368-0587 or Fax: 216-368-4090.