



National Prion Disease Pathology Surveillance Center

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MRI Interpretation Request Guidelines

1. Preparing and Sending MRI Images

- Request MRI Images:
 - Obtain a CD of the Brain MRI images from the Medical Records Department or Film Library of the facility where the MRI was performed.
- Complete the Request Form:
 - Download the "[MRI Interpretation Request Form](#)" located on our website or access it via the provided QR code.
 - Fill out the form and submit it via email or include it with the MRI CD.
- Send the MRI CD:
 - Mail the CD to the NPDPSC at the address listed on the **MRI Interpretation Request Form**. You could send the disk yourself to our Center or you could request the Medical Records Department to forward it to us. If the disk will come through the Medical Records Department, please make sure to email the MRI Form to us as soon as possible.



2. Image Processing and Reporting

- Image Review:
 - Once we receive the CD, our team will upload the images for review by the neuroradiologist.
- Report Preparation and Delivery:
 - The neuroradiologist will interpret the images and prepare a report, which will be sent directly to the patient's treating physician that will be listed on the **MRI Interpretation Request Form**.

3. Family Notification

- Contacting the Physician:
 - Family members should contact the treating physician to obtain the MRI results.
- Legal Documentation:
 - Family members submitting images must be the patient's Legal Next of Kin, Medical Power of Attorney, or Healthcare Proxy, with documentation provided unless they are the patient's spouse. Ensure the physician is informed of the submission.

4. Electronic Image Sharing Option

- Secure Upload:
 - Request a secure link from NPDPSC to upload .DICOM images electronically. Our team will retrieve the images from the uploaded link and submit them for review. Please note that this method may take longer for large studies.

5. Contact Information

- MRI Form, Images and questions regarding the process should be sent to:

Michelle Santos Monterroso

Email: michelle.monterroso@uhhospitals.org,

Phone: 216-368-0587;

Fax: 216-368-4090.