



MRI Interpretation Request Guidelines

The NPDPSC offers a free brain MRI consultation service for patients with suspected CJD. Requests may be submitted by family members, treating physicians, ordering providers, or institutions involved in the patient's care. Family members sending 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.

For all submissions, a physician must be identified on the **MRI Interpretation Request Form**. The physician must be aware of this request, as we will release the results directly to them in accordance with HIPAA and our IRB requirements. Additional physicians for result sharing are permitted, and you can provide us with their contact information at any time.

Requesting and Sending MRI Images

❖ Family & Physician Submission

If you are submitting the images yourself, please follow these steps:

1. **Obtain the MRI Images** – Request a CD or electronic copy of the Brain MRI images from the Medical Records, Film Library, or Radiology Department where the imaging was performed.
2. **Complete the MRI Interpretation Request Form:**
 - Download the "[MRI Interpretation Request Form](#)" from 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 images at the time of submission.
3. **Submit Images** – Currently, we offer two methods for submitting MRI images:
 - i. **Electronic Upload** – send an email to Keisi.Kotobelli@uhhospitals.org to request a secure link to upload the MRI images. These images must be in a DICOM format.
 - ii. **Mailing a CD** – mail the CD to the address listed on the request form. We do not recommend USPS, as our centralized institutional mail processing may delay the delivery of the disk to our office.



❖ Facility Submission (Medical Records/Radiology Department)

If the images are to be sent directly by the facility, please follow these steps:

1. **Request Image Transfer** – Ask the Medical Records or Radiology Department to send the MRI images directly to the NPDPSC at the address listed on the **MRI Interpretation Request Form**. These departments will require completion of a medical records release authorization, which is typically available through the hospital's website or Medical Records office.
2. **Submit the Request Form Separately** – Email the completed **MRI Interpretation Request Form** separately to us to avoid delays in processing. Indicate that the facility will be sending the images directly.

Image Processing and Reporting

- **Image Processing** – Once we obtain the CD/images, our team will process, anonymize, and upload the DICOM images for review to our neuroradiologist.
- **Report Preparation and Delivery** - The neuroradiologist will interpret the images and prepare a report, indicating whether the MRI is suggestive or not suggestive of CJD. We will send this report only to the listed physician on the **MRI Interpretation Request Form**, and to any additional physician you request to be included.
- **Obtaining the results** – Family members should contact the listed physician(s) to obtain the MRI results. We do not release results directly to patients or family members at any capacity.
- **MRI CDs After Review** – MRI CDs submitted to the NPDPSC are retained indefinitely. Upon request, CDs can be returned to an address of your choice.

For any questions, uncertainties, or items not addressed in this guide, please email Keisi Kotobelli at Keisi.Kotobelli@uhhospitals.org, or contact our office at (216) 368-0587.