**SLEIC 3T MRI POST-SCAN PROBLEM REPORT FORM**

**\*IMPORTANT NOTE: FOR SAFETY INCIDENTS, NEAR-INCIDENTS, ADVERSE EVENTS, AND INCIDENTAL FINDINGS, CONTACT SLEIC STAFF AND THE PI IMMEDIATELY BY PHONE AND FILL OUT THIS FORM WITHIN 24 HRS.**

**INSTRUCTIONS: Report all other problems via this form WITHIN 1-WEEK after the scan (the sooner the better). Please check that all of your data has transferred successfully to kadath and check your data quality before sending this form. If a problem-report form is not received 1-week after the scan, the data will be deleted from the scanner. Email this form to** [L-SLEIC-HELP@lists.aset.psu.edu](mailto:L-SLEIC-HELP@lists.aset.psu.edu) **and copy the PI**. **The filename should have the following format: sleicprojectID\_YYYYMMDD\_problem\_report.doc (e.g., ase1\_pilt\_20110821\_problem\_report.doc)**

**Scan Session Details:**

Scan Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SLEIC Project ID (e.g., ase1\_pilt):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dicom ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session Start Time:\_\_\_\_\_\_\_\_\_\_\_\_Session Duration:\_\_\_\_\_\_\_\_\_\_\_\_Billed Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator Present:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scanner Operator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which problem(s) occurred for this subject’s session?**

* \*Safety Near-Incident (e.g., bobby pin flew into scanner)
* \*Safety Incident
* \*Adverse Event
* \*Incidental Finding
* 3T Scanner Problems
* Scanner Trigger Problems
* Stimulus Presentation/Response Equipment Problems (e.g., projector, button boxes)
* Stimulus Presentation Script/Computer Problems
* Participant Problems (e.g., scan aborted due to claustrophobia)
* Kadath Data Transfer/Conversion problems (e.g., missing data on kadath, incorrect # of images)
* Image Artifact Problems (attach or paste screen shots of the problem)
* Other Problems

**Describe the problem:**

**Describe any actions taken to troubleshoot/resolve the problem:**

**Will the problem change the billing in any way for this session (e.g., the session went longer or shorter than usual so the billing charge is atypical)?**