![Mass General Brigham]
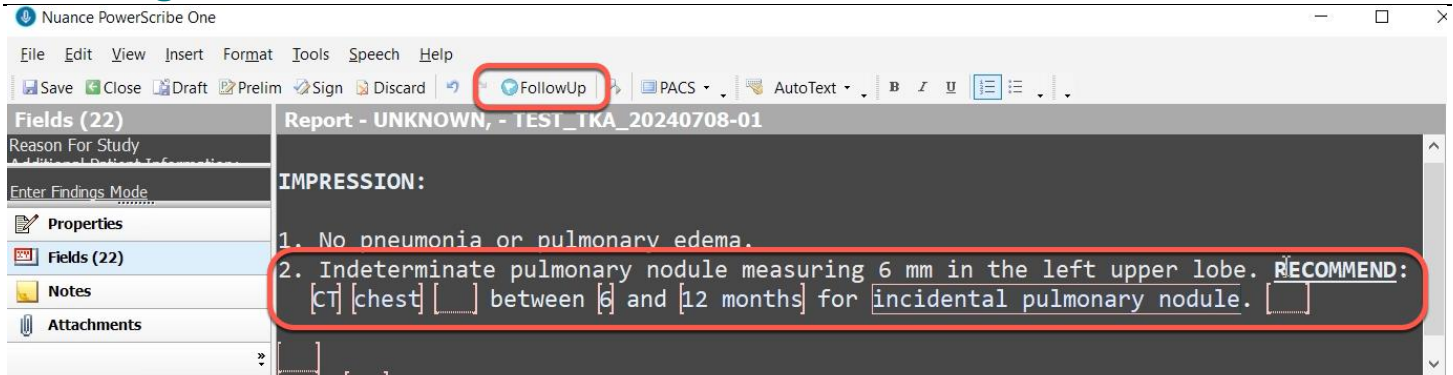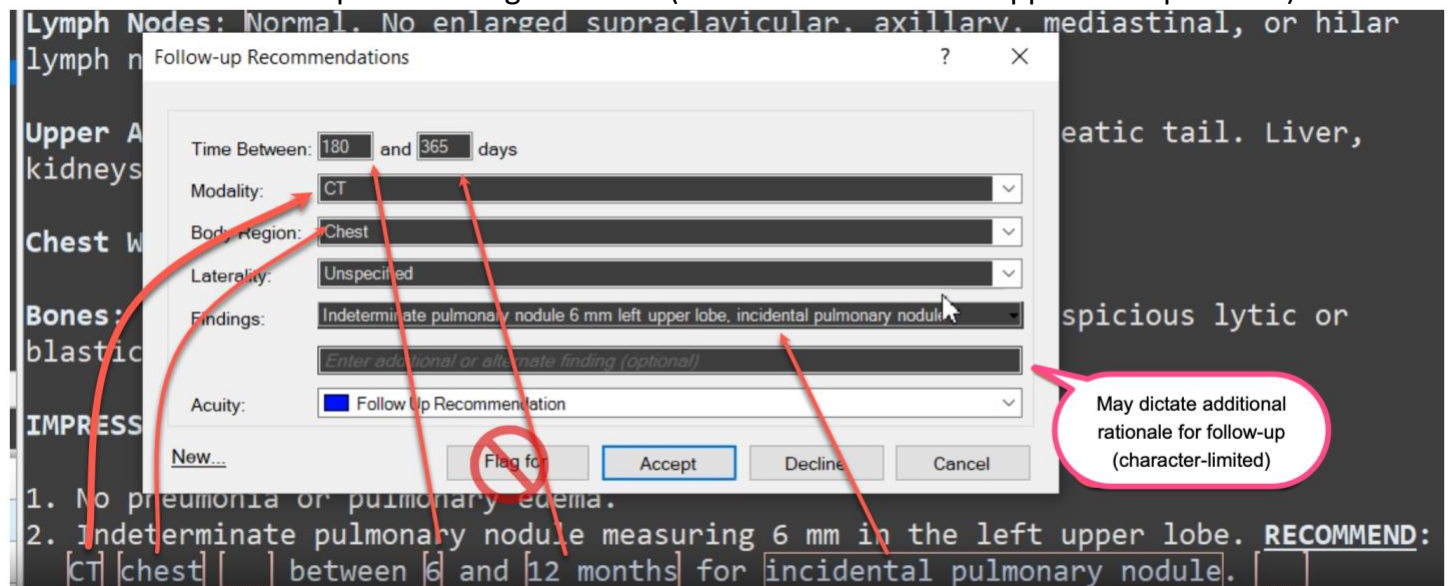
Radiologist: How to Create an Actionable Recommendation

1. Dictate the recommendation into report. (May use "Macro: Recommendation" as a template.)
2. **At Final Signing Only:** Open the **Follow-up Recommendations** tool (dictate "Launch Follow-up Recommendations" or use the toolbar button). Tool will pre-populate from the report text. Correct and complete missing elements (not all elements must appear in report text).

3. Make sure **all fields** are correctly filled out:
   - Start and end days (cannot be equal)
   - End days **greater** than start
   - Modality and body region
   - Laterality if required
   - Select appropriate auto-detected findings or dictate into free-text field below
4. Press "Accept" to send recommendation to Epic *Do **NOT** press the "Flag for Review" button!*
5. Insert "Macro: Communicated" at end of report
6. Confirm recommendation by viewing the report in the patient's chart in Epic.

!! If you submit a recommendation without all required elements, where start/end date are the same, or press "Flag for Review" you will be asked to addend!

Key Points

- Only activate the tool at final signing time (attendings only)
- Ensure **all fields** are filled in, including both start days and end days (greater than start)
- Do **NOT** click the "Flag for Review" button

Full Guide online at
https://www.csr-action-guide.org