

# From the Office of Clinical Informatics Enterprise Imaging (EI) Quality Control (QC)

Q TESTING, SUPSVHOP

Start aco

Images Patient arrived

Assign.

Complete acquisitio

Cancel acquisition
Details

**Q** TESTING

O TESTINO

X

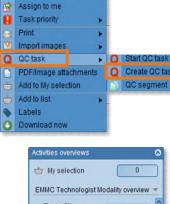
March 29, 2024

# This flyer outlines how to create, assign, and complete a Quality Control (QC) task using the Fix/Merge, Split, and Segment options.

# Creating a Quality Control (QC) task

- **<u>STEP 1</u>**: Select the patient in need of a **QC task**.
- **<u>STEP 2</u>**: Right-click in the patient row and hover on **QC task**.
- **<u>STEP 3</u>**: Left-click **Create QC task**.
- **<u>STEP 4</u>**: Select **Auto-assign** or **Assign to**.
- **<u>STEP 5</u>**: From the **QC action** dropdown, select the appropriate **QC action**.
- <u>NOTE</u>: Staff does NOT have the ability to delete exams on the front end. To request to have a study deleted, log a ServiceNow PACS ticket.
- **<u>STEP 6</u>**: If necessary, enter comments in the **Comment** field.
- **<u>STEP 7</u>**: Select **Task priority** from the dropdown.
- **<u>STEP 8</u>:** Click **Create QC task**.

💠 Create QC T	ask	×
A QC task will	be created for the followin	g study:
		CHEST 2 VIEWS - TING, SUPSVHOP (01/01/2000)
Auto-assign		
O Assign to		
QC action (opti	onal) Fix/Merge	
Comment	Fix/Merge Split	
Comment	Segment	
	Delete	
Task priority (	calculated by the system)	
	calculated by the system)	
	TAT! Irgent	Create QC task Cancel
	ligh	
250	lormal	
1	outine	



# My selection 0 EMMC Technologist Modality overview ered) 35 total Details QC tasks 35

# Starting a QC Task

Start a **QC task** from the task list to resolve the quality control issue.

- <u>STEP 1</u>: In Activities overviews, scroll to select the box next to QC tasks to display the Task List QC tasks.
  - The number to the right of QC tasks indicates how many tasks are in the list.
- **<u>STEP 2</u>**: Select the patient from the **Task List QC tasks**.

#### **STEP 3:** Click **Start QC**.

Q Start QC 👻 📕 Details 🚰 Ima	ges 🛩 🏟 Open list 👗 Pabent arrived More 🗸							
Started tasks (0)								
Activities overviews	Task list - "QC tasks"							
ty selection 0	35 tasks 🖏	Expand all						
EMMC Technologist Modality overview 👻	Patient name and Patient ID Patient date o Procedure name Procedure plan Procedur A Current department Ordering physician name Acqui	isition room						
. To do /fill								
EMMC Acquistion 12	Q Q TESTING, LILY 01/06/1960 US Abdomen Sonogram TEST MD, PROVIDER, - MERCY I	US						

<u>NOTE</u>: When performing Fix/Merge, Split, and Segment enter the correct Source and the correct Target accession numbers.

QC action	Fix/Merge 🔻				
Source		Patient name	Patient ID	Accession number	Pr
	X	TEST, Unknown		AGFA00000063010	MF
Target	Accession numb	er			7
	Modality type			*	17

Fix/merge anyway Cance

#### Fix/Merge

Fixing – Manually fixing studies aligns patient and order information with unverified images.

Merging – Merging images assembles multiple studies that belong to one patient.

<u>STEP 1</u>: Select Fix/Merge in the QC File Tools Textarea Help 💽 🔎 📋 🔜 TESTING, LILY MRN:2398752 - EMMC 1 of 1 task - 🕤 🕤 action dropdown. 🔯 Fix/Merge 🗹 No QC needed 🛛 📅 Images 🐷 Related tasks 🔻 More 🛩 🕕 Verify the **Source** (patient). <u>STEP 2</u>: QC action Fix/Merge 🔻 Fix/Merge Patient name Patient ID Accession num... Procedure name Study date/time Split **STEP 3**: Select the Target (patient) for 000SO202200... US Abdomen S... 12/01/2022, 07 TESTING, LILY Segment Merge from the available 5 studies - Last updated at 10:34 🖏 studies. Patient name TESTING, ZAYN 0 TESTING LILY ۲ **STEP 4**: Initiate the merge by clicking **Fix/Merge** in the blue toolbar. 0 TESTING ZAYN 1 TESTING ZAYN 0 TESTING, ZAYN Warning Are you sure you want to fix/merge the following source study into the selected target study? Consider the highlighted mismatches: Patient name Patient date of birth Patient sex Study date Source TESTING, LILY 01/06/1960 12/01/2023 Target TESTING, LILY 01/06/1960

**<u>STEP 5</u>**: In the **Warning** pop-up, verify the **Source** and **Target** and if correct, click **Fix/merge anyway**.

### <u>Split</u>

**Split** – Manually split a study that contains images belonging to multiple patients, orders, or procedures.

**<u>STEP 1</u>**: Follow the steps above to start a **QC task**.

**<u>STEP 2</u>**: Select **Split** in the **QC action** dropdown.

File Tools	Text ar	rea H	elp
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Spli		/N	o QC r
		V	
QC action			7

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<u>STEP 3</u> :	Verify the <b>Source</b> (	patient).		QC action	Split 👻			
<u>STEP 4</u> :	Select the <b>Target</b> (p	oatient) from the	available studies.	Source		Patient name TESTING, LILY		Accession num 000SO202200
<u>STEP 5</u> :	Click <b>Split</b> in the blue toolbar.			Target	All patient ID.	[		Pa
<u>STEP 6</u> :	Select the study to tag, symbol activates on the cursor. The image(s) or the thumbnail can now be selected to				US 5 studies - Last app	Symbols u images/set		<u> </u>
	select the series.				Patient name	Patient IC	Accession n	
<u>STEP 7</u> :	Confirm and select	Split.				TESTING, LILY TESTING, ZAYN TESTING, ZAYN TESTING, ZAYN		000EC2022 000SO2023 000EC2022 000EC2022
💠 Split							8	
Mark th	e images with the correct symbol   Accession number	overlap is not possible   un Patient name	marked images remain with the sour Procedure		Date/time	Before	After	
1 B.	WC20220003331	TESTING, GRACE	WC Mammo Digital Diagnost		29/2022, 13:57	293	293	
0	WC20220003333	TESTING, GRACE	WC Mammo Digital Diagnost	11/3	80/2022, 13:01	277	277	
						Split	Cancel	

## Segment

- Segment manually segment one patient into multiple procedures for the same patient.
- **<u>STEP 1</u>**: Follow the steps above to start a **QC task**.
- **<u>STEP 2</u>**: Select **Segment** in the **QC action** dropdown.
- **<u>STEP 3</u>**: Verify the **Source** (patient).
- **<u>STEP 4</u>**: Select the **Target** (patient) from the available studies.
- **<u>STEP 5</u>**: Click **Segment** in the blue toolbar.
- <u>STEP 6</u>: Select the study to tag, symbol will activate on the cursor.
- **<u>STEP 7</u>**: Confirm and select **Segment**.



File Tools Textarea Help

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.