

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

**STEP 1:** Select the patient in need of a QC task.

**STEP 2:** Right-click in the patient row and hover on QC task.

**STEP 3:** Left-click Create QC task.

**STEP 4:** Select Auto-assign or Assign to.

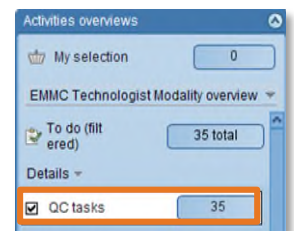
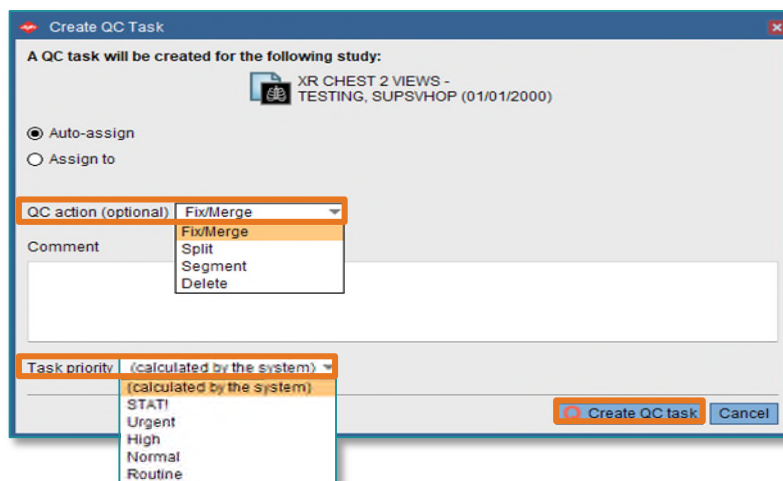
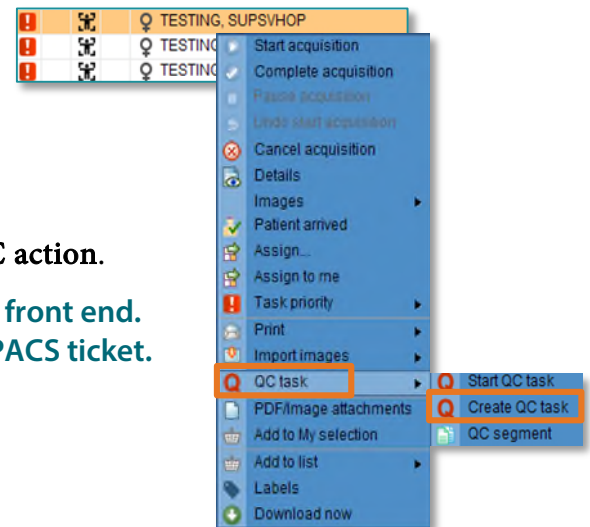
**STEP 5:** From the QC action dropdown, select the appropriate QC action.

**NOTE:** 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.

**STEP 6:** If necessary, enter comments in the Comment field.

**STEP 7:** Select Task priority from the dropdown.

**STEP 8:** Click Create QC task.



## Starting a QC Task

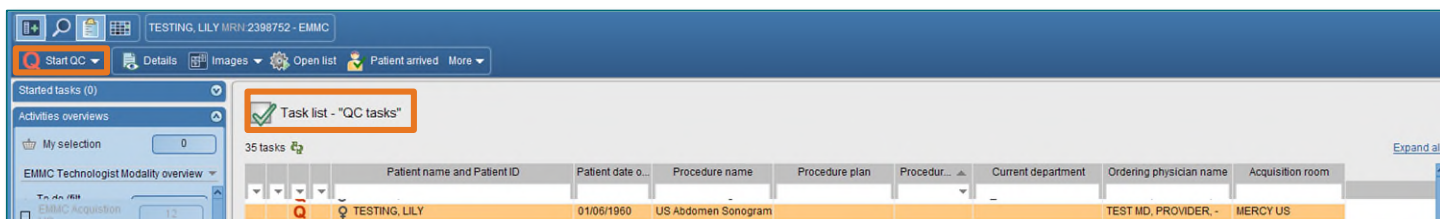
Start a QC task from the task list to resolve the quality control issue.

**STEP 1:** 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.

**STEP 2:** Select the patient from the Task List – QC tasks.

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



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

## Fix/Merge

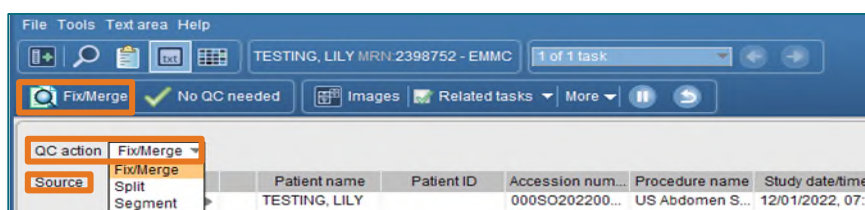
**Fixing** – Manually fixing studies aligns patient and order information with unverified images.

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

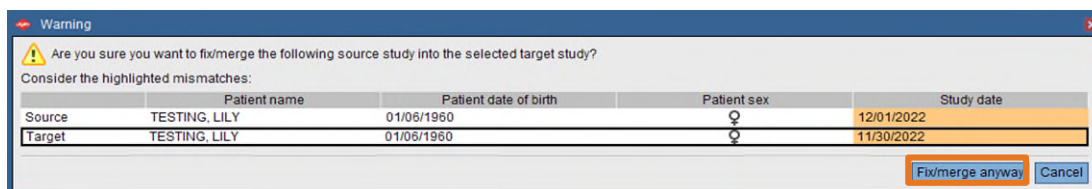
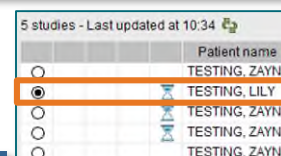
**STEP 1:** Select **Fix/Merge** in the **QC action** dropdown.

**STEP 2:** Verify the **Source** (patient).

**STEP 3:** Select the **Target** (patient) for Merge from the available studies.



**STEP 4:** Initiate the merge by clicking **Fix/Merge** in the blue toolbar.



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

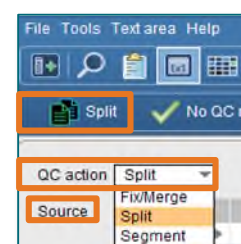
## Split

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

**STEP 1:** Follow the steps above to start a **QC task**.

**STEP 2:** Select **Split** in the **QC action** dropdown.

**STEP 3:** Verify the **Source** (patient).

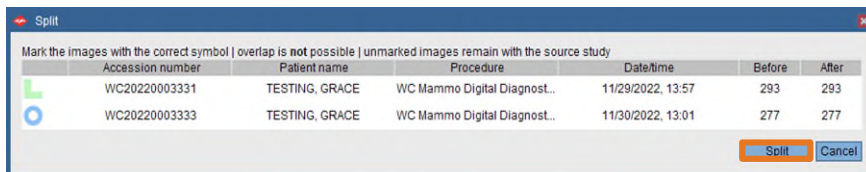
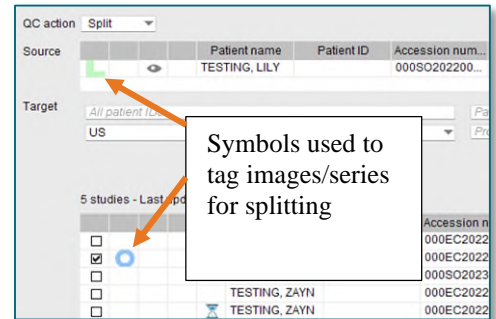


**STEP 4:** Select the **Target** (patient) from the available studies.

**STEP 5:** Click **Split** in the blue toolbar.

**STEP 6:** Select the study to tag, symbol activates on the cursor. The image(s) or the thumbnail can now be selected to select the series.

**STEP 7:** Confirm and select **Split**.



## Segment

**Segment** – manually segment one patient into multiple procedures for the same patient.

**STEP 1:** Follow the steps above to start a **QC task**.

**STEP 2:** Select **Segment** in the **QC action** dropdown.

**STEP 3:** Verify the **Source** (patient).

**STEP 4:** Select the **Target** (patient) from the available studies.

**STEP 5:** Click **Segment** in the blue toolbar.

**STEP 6:** Select the study to tag, symbol will activate on the cursor.

**STEP 7:** Confirm and select **Segment**.

