

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

Q TESTING, SUPSVHOP

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Q TESTING

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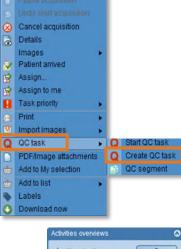
July 3, 2025

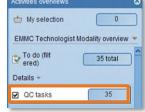
This flyer outlines how to create, assign, and complete a Quality Control (QC) task using the Fix/Merge, Split, and Segment options.

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 Q0	C Task		×
A QC task w	ill be cre	ated for the follo	lowing study:
		(the	XR CHEST 2 VIEWS - TESTING, SUPSVHOP (01/01/2000)
Auto-assi	gn		
O Assign to			
QC action (or	ptional)	Fix/Merge	v
Comment		Fix/Merge Split	
Comment		Segment	
		Delete	
Task priority		ated by the syste	
	(calcula STATI	ated by the syste	
	Urgent		Create QC task Cancel
	High		
	Norma		
	Routin	e	





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**.

<u>STEP 3</u>: Click Start QC.

TESTING, LILY MF	RII 2398752 - EMMC
🜔 Start QC 👻 📕 Details 📰 Imag	ges 🕶 🦚 Open list 😤 Patient arrived More 🕶
Started tasks (0)	
Activities overviews	Task list - "QC tasks"
my selection 0	35 tasks 🖏
EMMC Technologist Modality overview 👻	Patient name and Patient ID Patient date o Procedure name Procedure plan Procedur 🛦 Current department Ordering physician name Acquisition room
. To do /60	
EMMC Acquistion 12	Q Q TESTING, LLY 01/06/1960 US Abdomen Sonogram TEST MD, PROVIDER - MERCY US

NOTE: 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	Pro
	×	TEST, Unknown		AGFA0000063010	MR_
Target	Accession numb	er			Al
	Modality type			*	Pr

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 action dropdown.
- <u>STEP 2</u>: Verify the **Source** (patient).
- **STEP 3**: Select the Target (patient) for Merge from the available studies.

Select Fix/Merge in the QC action dropdown.	File Tools Textarea Help File Tools Textarea Help File D I TESTING, LILY MRN:2398752 - EMMC FixMerge K Related tasks	l of 1 fask
Verify the Source (patient).	QC action Fix/Merge	
Select the Target (patient) for	Spin	ssion num Procedure name Study date/time
Merge from the available		5 studies - Last updated at 10:34 🖏
studies.		Patient name O TESTING, ZAYN
		TESTING, LILY
Initiate the merge by clicking Fin	x/Merge in the blue toolbar.	O TESTING, ZAYN O TESTING, ZAYN
ng		X TESTING, ZAYN
ou sure you want to fix/merge the following source study into the selecte the highlighted mismatches:	i target study?	
Patient name Patient date	of hith Patient cay Study data	

	Patient name	Patient date of birth	Patient sex	Study date
Source	TESTING, LILY	01/06/1960	ç	12/01/2022
Target	TESTING, LILY	01/06/1960	Q	11/30/2022

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

Split

<u>STEP 4</u>:

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

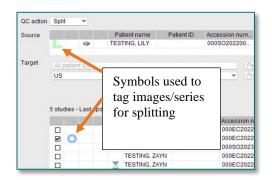
- **STEP 1:** Follow the steps above to start a **QC task**.
- **STEP 2**: Select **Split** in the **QC action** dropdown.
- <u>STEP 3</u>: Verify the **Source** (patient).



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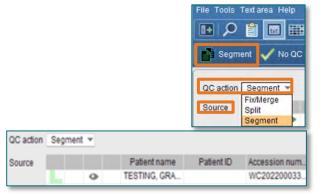
- **<u>STEP 4</u>**: Select the **Target** (patient) from the available studies.
- **<u>STEP 5</u>**: Click **Split** in the blue toolbar.
- **<u>STEP 6</u>**: Select the study to tag, symbol activates on the cursor. The image(s) or the thumbnail can now be selected to select the series.
- **<u>STEP 7</u>**: Confirm and select **Split**.

	Accession number	Patient name	Procedure	Date/time	Before	After
	WC20220003331	TESTING, GRACE	WC Mammo Digital Diagnost	11/29/2022, 13:57	293	293
5	WC20220003333	TESTING, GRACE	WC Mammo Digital Diagnost	11/30/2022, 13:01	277	277



<u>Segment</u>

- 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**.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.