

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.

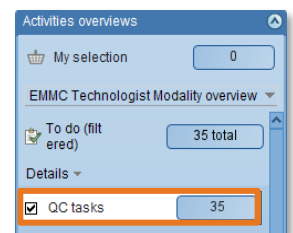
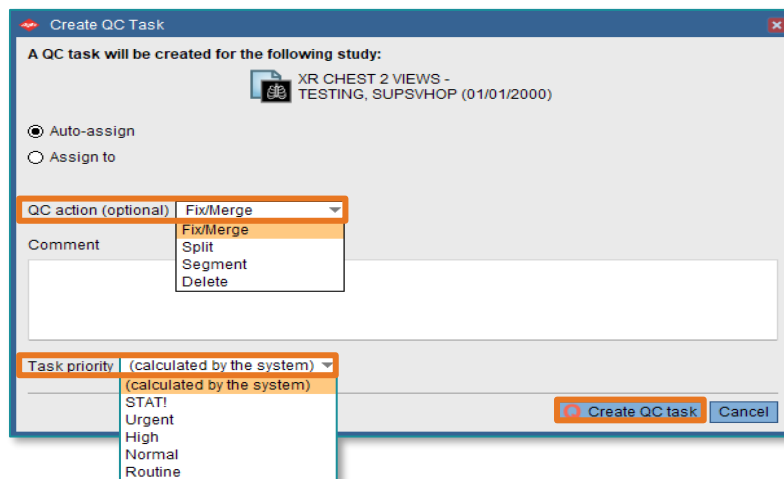
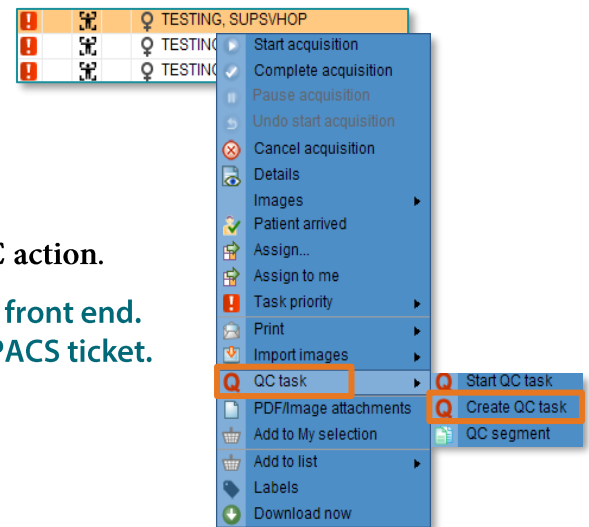
STEP 5: From the QC action dropdown, select the appropriate QC action.

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

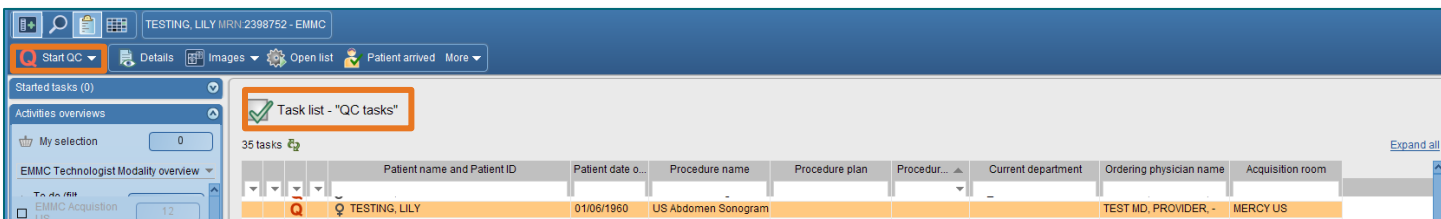
Start a QC task from the task list to resolve the quality control issue.

STEP 1: In Activities overviews, scroll to select the box next to QC tasks to display the Task List – QC tasks.

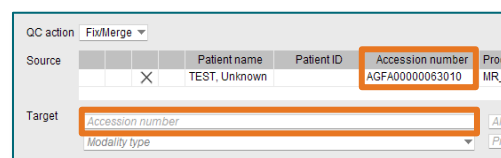
- The number to the right of QC tasks indicates how many tasks are in the list.

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

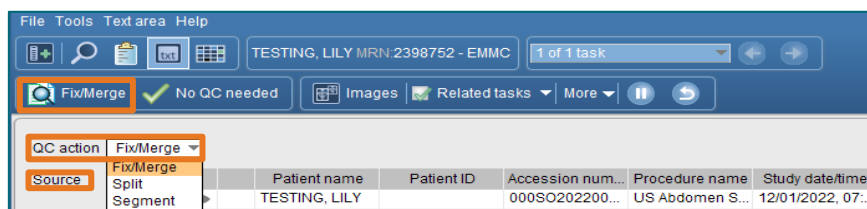
Fixing – Manually fixing studies aligns patient and order information with unverified images.

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

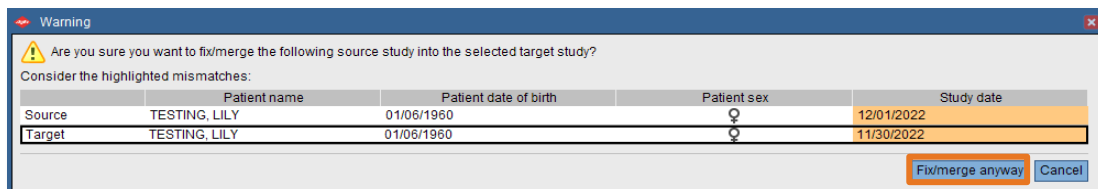
STEP 1: Select Fix/Merge in the QC action dropdown.

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.

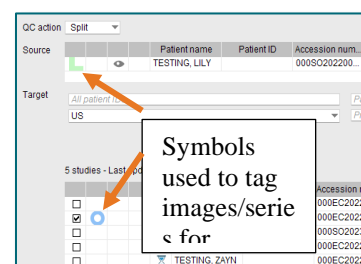
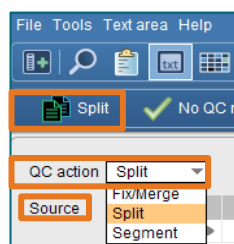
Split

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

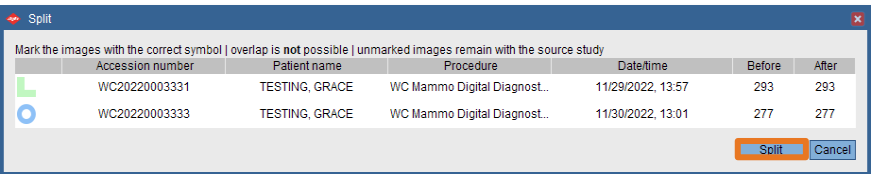
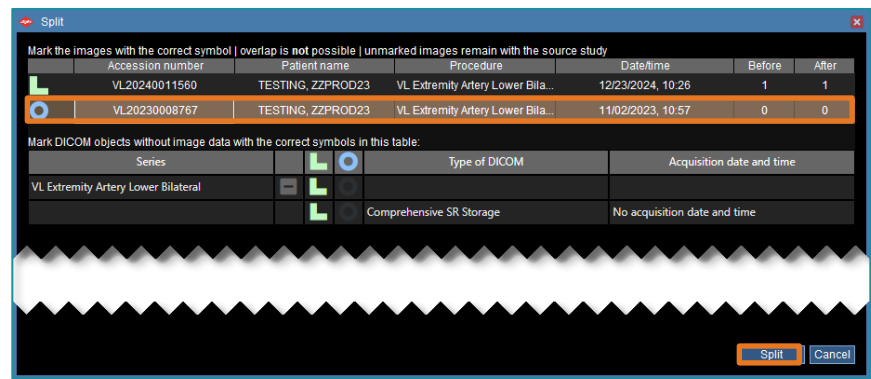
STEP 1: Follow the steps above to start a QC task.

STEP 2: Select Split in the QC action dropdown.

STEP 3: Verify the Source (patient).



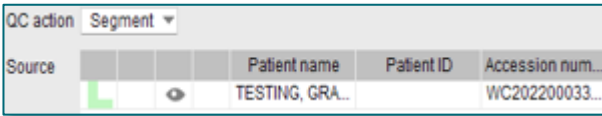
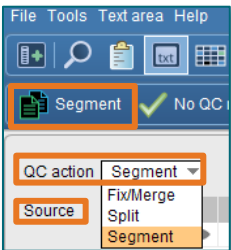
- STEP 4:** Select the **Target** (patient) from the available studies.
- STEP 5:** Click **Split** in the blue toolbar.
- STEP 6:** Select the study to tag and click split, symbol activates on the cursor. The image(s) or the thumbnail can now be selected to select the series.
- STEP 7:** Confirm and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



From the Office of Health Informatics

Quality Control (QC)

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