

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.

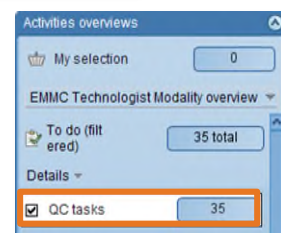
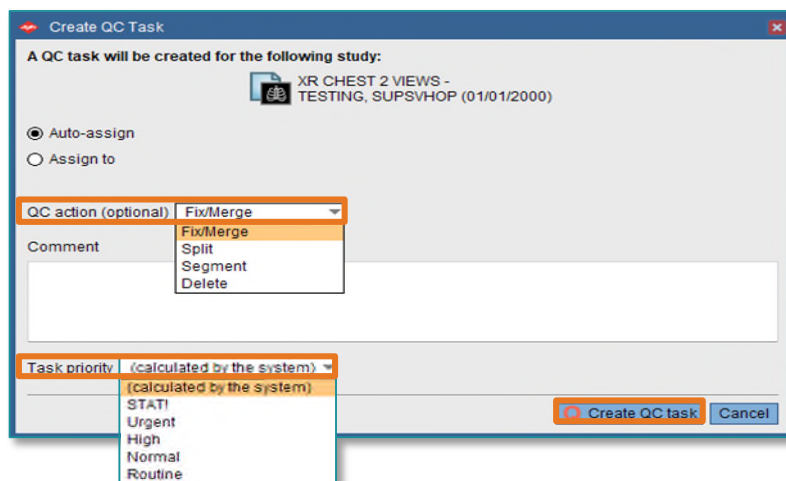
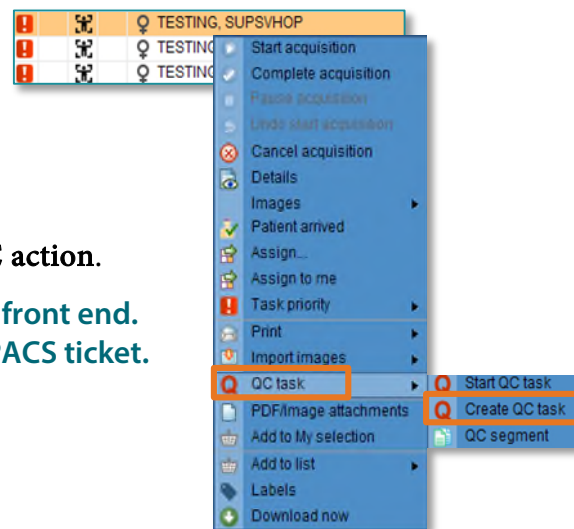
STEP 5: From the QC action dropdown, select the appropriate QC action.

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

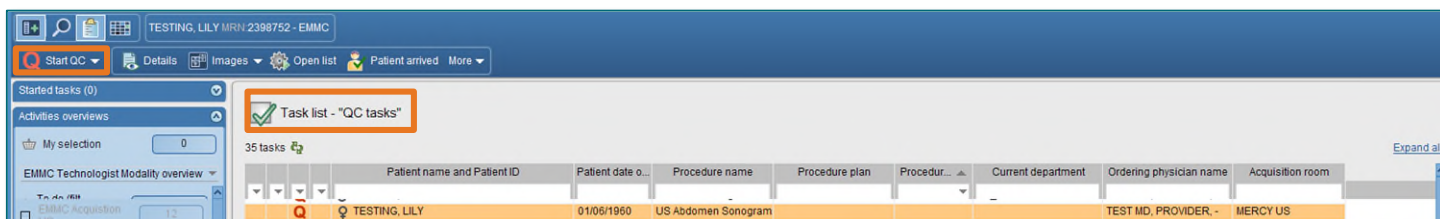
Start a QC task from the task list to resolve the quality control issue.

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

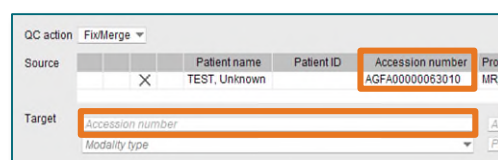
- The number to the right of QC tasks indicates how many tasks are in the list.

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

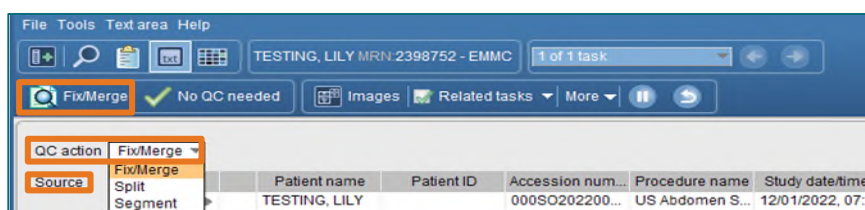
Fixing – Manually fixing studies aligns patient and order information with unverified images.

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

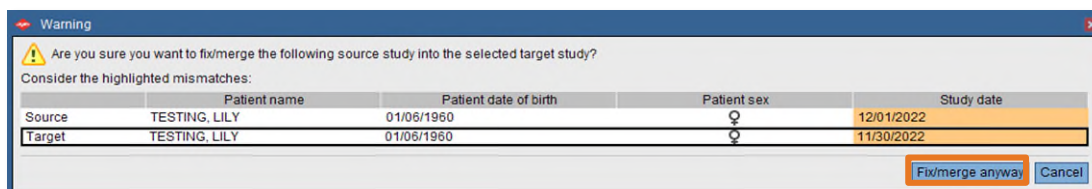
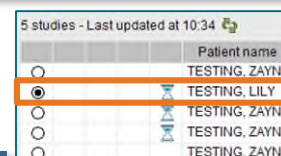
STEP 1: Select **Fix/Merge** in the **QC action** dropdown.

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**.

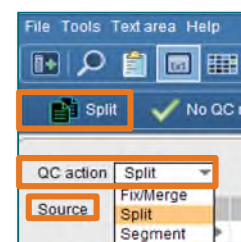
Split

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).

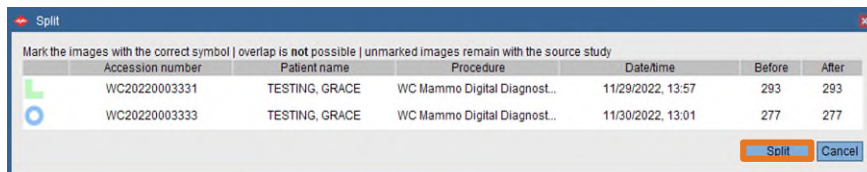
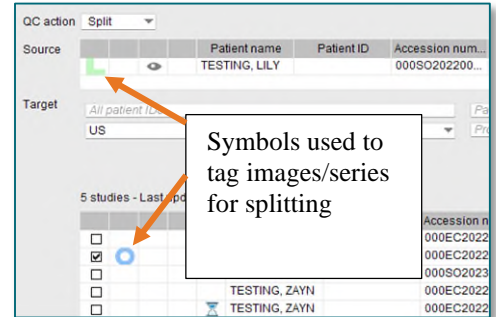


STEP 4: Select the **Target** (patient) from the available studies.

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**.

