

The Q-path Quality Assurance Process has four (4) QA status levels:

Refer to the Q-path User Manual - Chapter 7: Quality Assurance (QA) Process - for additional information.

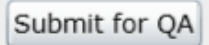
- ❖ **Not submitted** - exam received from US system, but has not been submitted for QA.
- ❖ **Pending** - exam was submitted for review (QA) and is pending peer review.
- ❖ **Complete** - exam has been peer reviewed (QA).
- ❖ **Confirmed** - Operator (e.g., Resident) confirms review of the Reviewer’s feedback

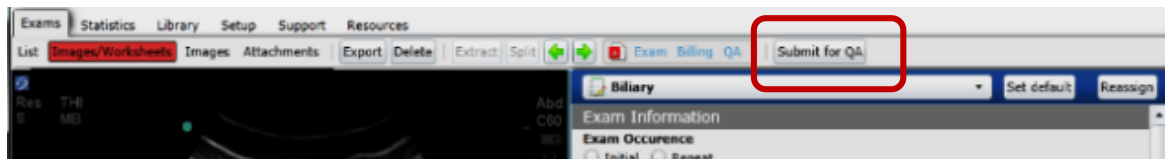
| Exam Date | Patient ID | Patient Name | Accession | Exam Type | Operator | Attending | Reviewer | Images | Clips | Audio | User group | QA Status |
|------------|------------|---------------|-----------|-----------|------------|-----------|-----------|--------|-------|-------|------------|---------------|
| 2014-03-23 | 609059 | REIMAN | | Appendix | Smith, Sam | N/A | Admin, Q | 0 | 0 | 0 | Attending | Complete |
| 2013-10-16 | TE0003478 | Twizzer, Tara | V N | FAST | Frank, Ann | N/A | Admin IT, | 4 | 13 | 0 | Attending | Not submitted |
| 2013-10-16 | TE0003478 | Twizzer, Tara | V N | FAST | Frank, Ann | N/A | Admin IT, | 1 | 3 | 0 | Attending | Pending |

QA PROCESS SCENARIO:

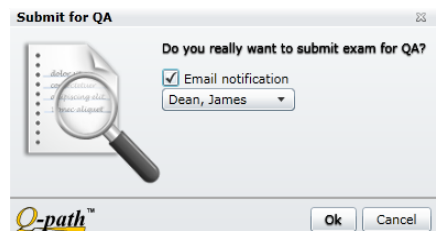
| WORKFLOW: | QA STATUS: |
|--|-------------------------------|
| 1. Operator (Resident or Attending) completes ultrasound exam. | |
| 2. Images / image clips are transferred to Q-path. | Not submitted |
| 3. Operator reviews the exam and completes the exam worksheet. | |
| 4. Operator selects “Submit for QA” to submit exam for QA. ❖ If email enabled, Reviewer can receive email notification of pending QA. | Pending |
| 5. Reviewer reviews the exam and fills in QA feedback worksheet. | |
| 6. Reviewer selects “QA complete” which indicates QA completed. ❖ If email is enabled, Operator can receive email notification/pdf feedback. | Complete |
| 7. Operator logs into Q-path to review QA feedback and selects “Confirmed” . | Confirmed (* optional) |

SUBMIT EXAM FOR QA - Operator

- Open exam in **Images/Worksheet** screen
- Review the exam and complete the exam worksheet as appropriate (checkboxes, radio buttons, drop-down lists, or text boxes as previously designed by your site administrator).
- Select  button located above the worksheet section.

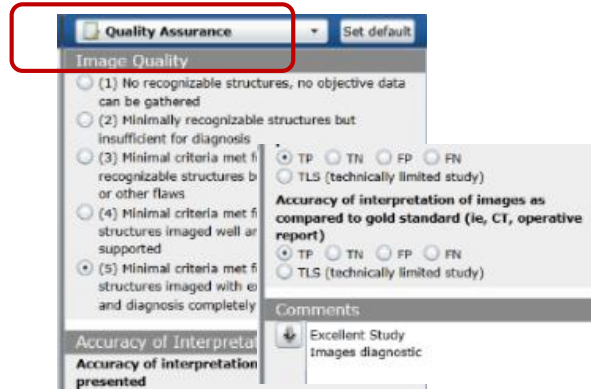


- The following popup dialog is displayed.
- As per site protocol, check **Email notification** and select the reviewer from the dropdown list.
- Select **Ok**. **QA Status** for the exam changes from **“Not submitted”** to **“Pending”**.

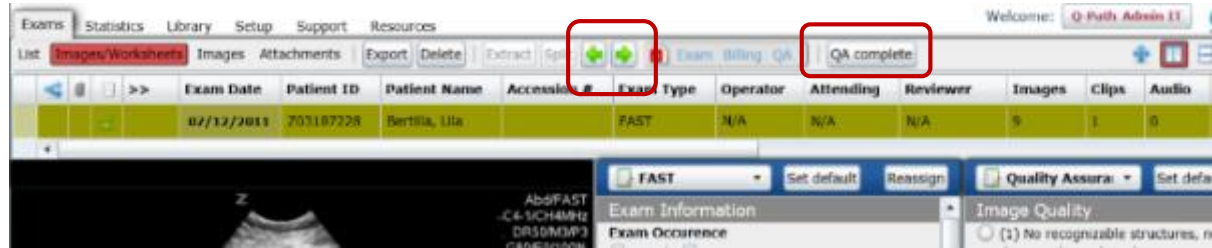


COMPLETE QA REVIEW - Reviewer

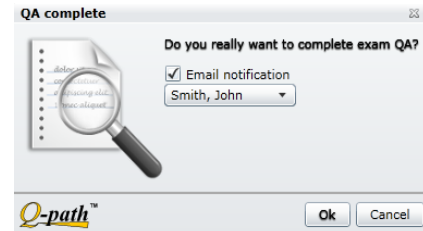
1. Open exam in the **Images/Worksheet** screen.
2. Review exam images and exam worksheet
3. Complete the **Quality Assurance** worksheet as appropriate (checkboxes, radio buttons, drop-down lists, and text boxes as designed by your site administrator).
 - ❖ Comments can be added to image(s) in with annotation, arrow, or audio clip.
4. Select **QA complete** button located above the worksheets section.



* Refer to section following to add images to QA report



5. The following popup dialog is displayed.
6. *If desired*, check **Email notification** to send the QA report to the operator and select the operator from the dropdown list.
7. Select **Ok**. QA Status changes from **Pending** to **Complete** for the selected exam.
 - ❖ If Operator logs into review the QA feedback & selects **Confirmed**, the QA status changes to **Confirmed**
 - ❖ **Exam is locked** when QA status is Complete or Confirmed and cannot be edited.






Tip:

Set your filters on **Exams List** screen to list only exams “**Pending QA**” then use the green arrows at top of **Images/Worksheets** screen to select the next exam to QA – rather than returning to main **Exams List** screen to select next exam.

INCLUDE IMAGES IN QA REPORT:

* QA worksheet template must be set up by administrator to include Image Section

1. Select **All** (images & clips), **Images** (only), or **Clips** (only) from the “**Image Section**” at the bottom of the QA worksheet. The selected list of image thumbnails appears at bottom of QA worksheet.
2. Check the checkbox in the lower left corner of each image/clip thumbnail to include it in QA report from images listed at the bottom of the QA worksheet.
3. Select **Selected only**.
4. Select size of the images for the QA report.

 for thumbnails /  for half-size images /  for full size images

