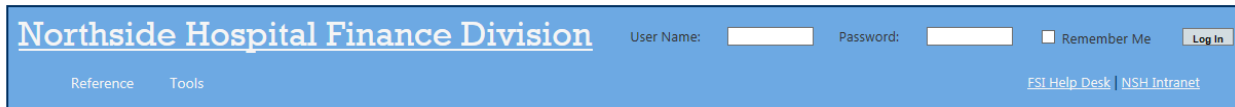# FDA Mammography Image Review Tool Instructions

To get to the Northside Hospital Finance Division Homepage: Go to Intranet, Select Information Sources from the list across the top of the page, Select Revenue Cycle Website from the drop down list, Select Systems from the list across the top of the page, Select Cash Bag Tracking and Automation Tool. This will bring you to the Northside Hospital Finance Division webpage.

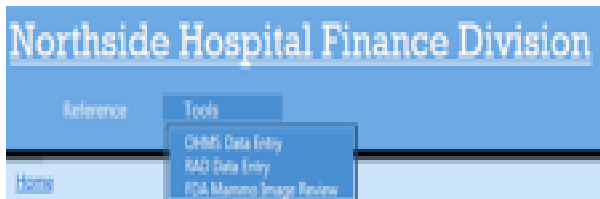If you are not automatically logged in, enter your IS security login that you use to sign in to your computer.
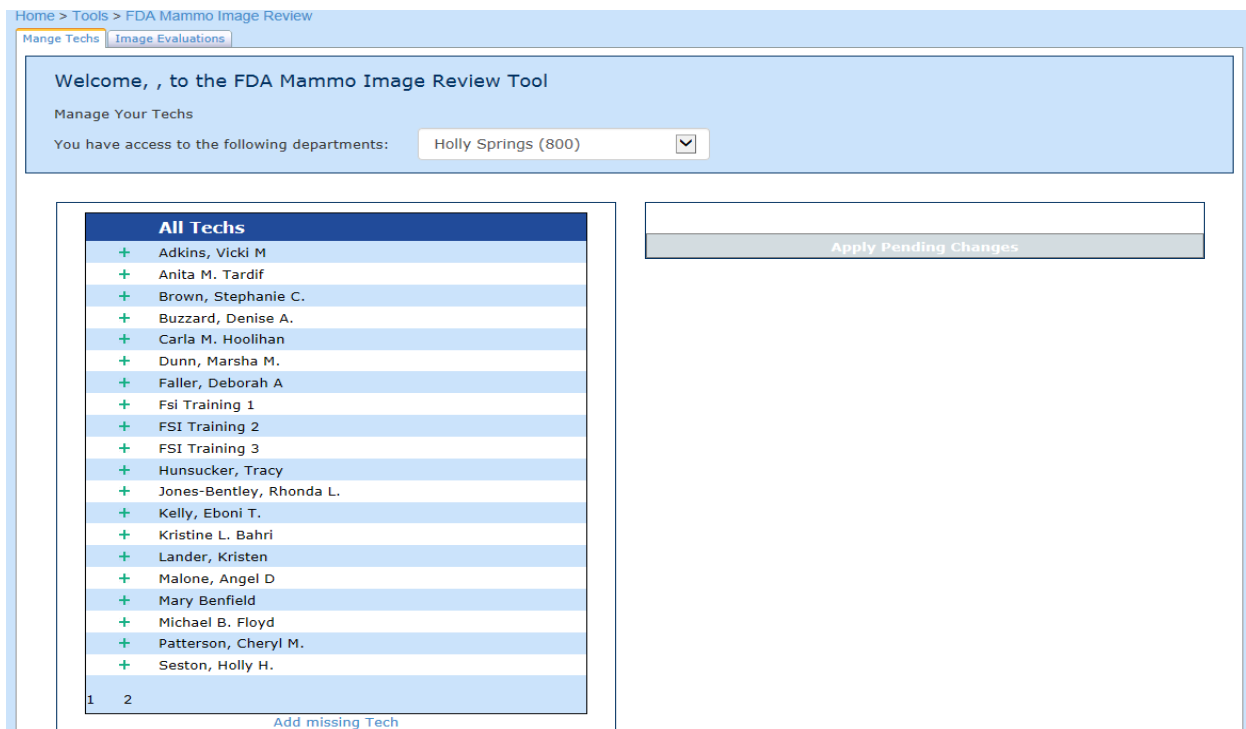
Once you are logged in, Go to Tools and select FDA Mammo Image Review

On the first tab called "Manage Techs" you will choose your department and the mammography technologists that you will be reporting on. If your technologists do not show on the list, you will click on the 'Add missing Tech' option seen at the bottom of the list.

After clicking 'Add missing Tech' you will get pop up box shown below. Enter the employee's user ID and choose Submit. NOTE: If you do not click submit it will not populate the employee in the list.

Once a technologist is seen on the main list you can click the **+** sign next to the name to add it to the list on the left and click on 'Apply Pending Changes'.

After adding all technologists to your technologist list for your center, select the "Image Evaluations" tab. Select your department and the technologists you selected will appear below. Select a name and click on the box that says 'Create new Accession for xxxx".

January 4, 2018

The page below will open. Enter the Accession ID (Accession number of the exam the technologist was reviewed for), Department and Date the Image Review was completed. Then check either Yes or No for image quality. NOTE: Every accession number the technologist is reviewed for is a new entry.

Northside Hospital Breast Imaging Peer Review
This form is only utilized for Peer Review of Mammograms in order to comply with FDA and MQSA Equip initiative to assure compliance with standards for clinical image quality.

Accession ID:	1112222
Person Being Reviewed:	Seston, Holly H.
Department where Imaging was performed:	Holly Springs (800)
Date of Image Review:	11/28/2017

Were the Images acceptable?

❓ Yes, images are of acceptable quality.

✔ No, image quality is not acceptable.

When you check No, the page will expand to show the options below. If there is an issue, pick the position and the reason indicated by the Radiologist and choose Yes. NOTE: If you choose Yes for "Other", you must add comments.

✔ No, image quality is not acceptable.

	Left CC	Right CC	Left ML	Right ML	Left Other	Right Other
Positioning	No	No	No	No	No	No
Inadequate Tissue	No	No	No	No	No	No
Motion	No	No	No	No	No	No
Compression	No	No	No	No	No	No
Contrast	Yes	No	No	No	No	No
Artifacts	No	No	No	No	No	No
Sharpness	No	No	No	No	No	No
Other	No	Yes / comments	No	No	No	No
Technical Recall	No	No	No	No	No	No

You will then select the type of Corrective Action Taken. **If this is the initial entry**, you will select the first choice only and leave the improvement section blank. At a later date, you **may** come back to this entry to update the corrective action and the improvement if needed.

Corrective Action Taken:

✔ Problems reviewed with technologist; make sure to sign and date form.

❓ Technologist provided written requirements for ACR Clinical Image quality to read, sign, and date.

❓ Technologist required to have 4 hours of additional training in mammography.

❓ Technologist required to have 8 hours of additional training in mammography and perform 10 supervised mammograms.

Improvement after Corrective Action?

❓ Yes   ❓ No

Improvement after Additional Corrective Action?

❓ Yes   ❓ No

If you would like to add additional comments, you can do so in the comment section and then choose Submit.

Comments:

[Submit]

If the Image Quality was acceptable for the technologist you are entering information for, select the Yes option, enter any optional comments and choose Submit.

Accession ID:	5555555
Person Being Reviewed:	Lander, Kristen
Department where Imaging was performed:	Select Department ▾
Date of Image Review:	

Were the Images acceptable?

✔ Yes, images are of acceptable quality.

⊘ No, image quality is not acceptable.

Comments:

[Submit]

If you need to go back to update an entry for a technologist, you will select the technologist name on the left and it will show all accession numbers entered for that technologist. Select the accession number from the list on the right that you want to update and it will pull up the accession number below.

Each time you are finished either updating an existing accession number or creating a new accession number, choose Submit to finish that entry.