	Document Number
Standard Operating Procedure **PACS Image Correction**	BCD-21-16-90216

SITE APPLICABILITY:

All Lower Mainland Medical Imaging (LMMI) sites in Providence Healthcare (PHC), Provincial Health Services Authority (PHSA), and Vancouver Coastal Health (VCH)

PURPOSE:

To provide a process for image corrections including the use of the Radiology Image Corrections worksheet in Sunset

SCOPE:

This procedure applies to VPP Medical Imaging (MI) staff requesting image corrections at VPP Sites and Imaging Informatics Coordinators (IIC)who perform the image correction.

Image correction is a term used to cover a wide variety of data integrity scenarios including but not limited to:

- Data entry errors
- Data deletion
- Patient demographic errors
- Incorrect markers

RESPONSIBILITIES:

MI Staff (Requestor):
- Determine need for image correction
- Complete & submit Radiology Image Corrections worksheet in Sunset
- Call or page PACS Administrator if correction is urgently required

IIC (Remediator):
- Monitor Image Correction list for new/open requests
- Contact requester if further clarification required
- Perform image correction in PACS
- Update Image Correction worksheet and include IIC initials
- Change status to **Corrected**

MI Staff (Requestor):
- Verify completed correction
- Change status to **Verified/Completed**

PROCEDURE:

If and when possible, image corrections should be made at the modality prior to sending images to PACS.

When an image correction is identified by MI staff which requires an IIC to perform the correction, the below procedure is to be followed:

1. Log in to SunSet or use the link (https://sunset.vch.ca)
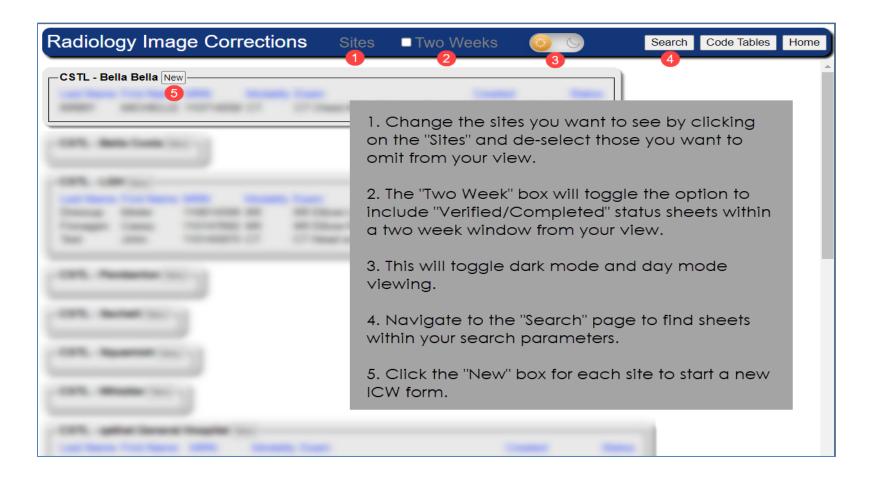

Note: This is a **controlled** document for LMMI internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.

2. Access the Radiology Image Corrections page in the <u>SunSet</u> Main Menu

1. Change the sites you want to see by clicking on the "Sites" and de-select those you want to omit from your view.

2. The "Two Week" box will toggle the option to include "Verified/Completed" status sheets within a two week window from your view.

3. This will toggle dark mode and day mode viewing.

4. Navigate to the "Search" page to find sheets within your search parameters.

5. Click the "New" box for each site to start a new ICW form.

Note: This is a **controlled** document for LMMI internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.

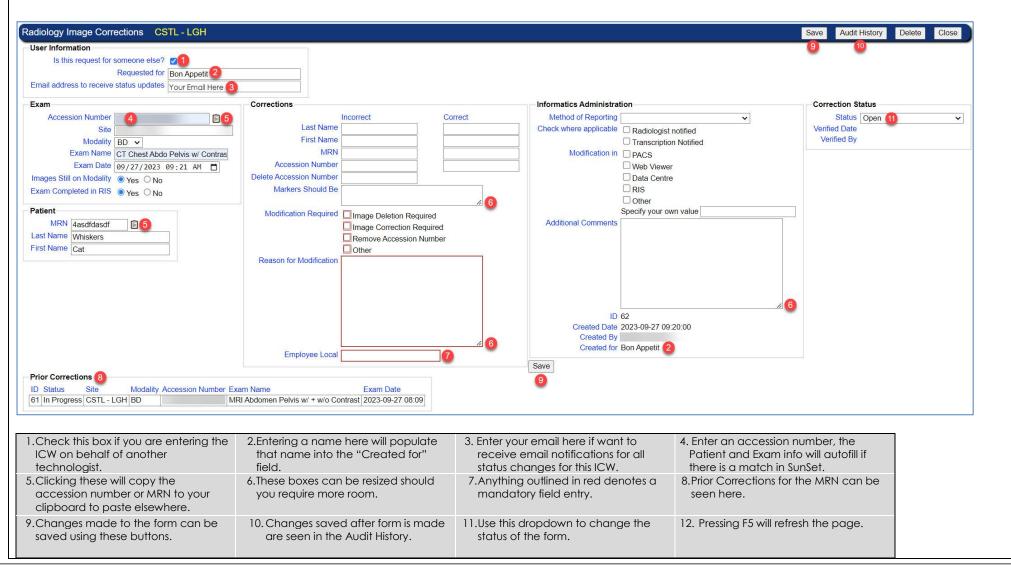Date: 05-OCT-2023   *LMMI Informatics*   Page 2 of 5

3. From the Radiology Image Corrections page proceed with the following:

1. Check this box if you are entering the ICW on behalf of another technologist.	2. Entering a name here will populate that name into the "Created for" field.	3. Enter your email here if want to receive email notifications for all status changes for this ICW.	4. Enter an accession number, the Patient and Exam info will autofill if there is a match in SunSet.
5. Clicking these will copy the accession number or MRN to your clipboard to paste elsewhere.	6. These boxes can be resized should you require more room.	7. Anything outlined in red denotes a mandatory field entry.	8. Prior Corrections for the MRN can be seen here.
9. Changes made to the form can be saved using these buttons.	10. Changes saved after form is made are seen in the Audit History.	11. Use this dropdown to change the status of the form.	12. Pressing F5 will refresh the page.

REFERENCES/ASSOCIATED DOCUMENTS:

Diagnostic Accreditation Program Standards: Retrieved from:
https://www.cpsbc.ca/accreditedfacilities/dap/accreditation-standards-DI

Image Demographics, Annotation(s) and Radiography Markers
http://shop.healthcarebc.ca/MedicalImaging/ABCD-21-15-90030.pdf

Unrequested Exam Performed in Medical Imaging: Reporting Procedure
http://shop.healthcarebc.ca/MedicalImaging/ABCD-21-12-90208.pdf

Effective Date:	05-OCT-2023
Posted Date:	05-OCT-2023
Last Revised:	03-OCT-2023
Last Reviewed:	03-OCT-2023
Approved By:	Team Lead RIS/PACS Operations VPP MI Regional Supervisor, Informatics
	03-OCT-2023
Owners:	Team Lead RIS/PACS Operations
	VPP MI Regional Supervisor, Informatics

Revision History:	**Version**	**Date**	**Description/ Key Changes**	**Revised By** (Name and Position)
	1.0	05-OCT-2023	Initial release	Sandra Krego, Team Lead RIS/PACS Operations

---

Note: This is a **controlled** document for LMMI internal use. Any documents appearing in paper form should always be checked against the electronic version prior to use. The electronic version is always the current version.