Radiology-TEACHES
Authoring and Editing Portal
Access to the portal

- Login to the portal using your ACR credentials and the URL provided
- Authors require an ACR user account with permissions to create content for Radiology-TEACHES
- To become an author, request access by submitting the Radiology-TEACHES Author Request Form

https://cortex.acr.org/ProductDashboard/cases?Name=RadiologyTeaches
Case List Dashboard

- Once logged on, the case dashboard will display
- Cases will display based on your role
  - Author
  - Editor
  - Chief Editor
  - Staff
- Authors will only see their cases in draft form
Navigation Icons

- Located on the left side of the screen
- Presently, only the case authoring icon is Active
### Dashboard Columns

- Columns are sortable by clicking the up and down arrows at the top of the column.
- **Case Columns:**
  - Case ID number
  - Case Name
  - Author
  - Reviewer
  - Date of change
  - Status
Dashboard Search and Filters

Locate specific cases using the search field and available filters
Case Status

- Case status identifies “where” the case is in the editorial process
- The status for each case will be displayed
- Status are:
  - Draft
  - Ready for Staff
  - Staff Reviewing
  - Staff Review Return to Author
  - Editor Reviewing
  - Return to Author
  - Chief Editor Reviewing
  - Return to Editor
  - Approved
  - Published
  - Archive
Case comments are used as the communication between authors, staff and editors. The icon is available from the case dashboard as well as during the creation and editing of a case. Click the icon to view or add new comments.
Comment Box

- Case Comments Icon is available on dashboard and on the case form
- Icon allows review of all comments on the case
- Comments can be added by clicking the Comment Icon
- Comments will be required during certain phases of the editing process
Edit an Existing Case (Pencil Icon / Form)

- Click or hover the case row on the dashboard
- Click the Pencil Icon (Form) to open the case in the Form Edit mode
Preview Case
(Preview Icon)

• Click the **Preview** Icon to open the case in Preview Mode

• Preview Mode displays the case as a learner or student would see it
Triple Dot Icon

- Triple Dot Icon will open the case in Case Management Mode
- Case Management Mode will be used by staff
- Case Management Mode is not for authors or editors at this time
Create A Case
Create Case

- Click the CREATE A CASE to start a brand-new case
- Refer to the Style Guide for specifics
Case Types

- Select the type of case from the dropdown
  - Educational Case – basic Radiology-TEACHES case format
  - Assessment Case – used for pre-post exams, do not use
  - Advanced Case – used for advanced content
  - Case Management – used by staff, do not use

Author Educational and Advanced Cases Only
Create Case

- The case form will open
- Complete required fields
- Use the Cancel to exit
- Use the Clear to erase all information in the form
- Use the Save to save your case
Taxonomy Dropdowns

- Multi-select dropdowns
  - Subspecialty
  - Pathology / Pathophysiology
  - Modality
  - Primary Content Type

- To close the dropdown, click outside of the box or another field
ACR Select Question

Choose a Question type to be presented with the Scenario

- Multiple Choice
- True/False
- Check All That Apply

Select the question type using the radio buttons

**Multiple Choice** is the recommended question type
Scenario

- The scenario is the case history and all information needed for the learner to make an informed decision
- Scenario may include lab tests
- Refer to the Style Guide for specifics
ACR AC
(Appropriateness Criteria)
The ACR AC is the cornerstone of the Radiology-TEACHES program

- Click the AC Portal button
- ACR AC portal will open in a new tab
ACR AC Portal

- Enter the keyword(s) to search for the scenario.
ACR AC Portal

- Apply filters on the result if needed
### Scenarios

#### Neurologic

<table>
<thead>
<tr>
<th>Scenario ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3074252</td>
<td>Headache, intracranial hypotension features, initial imaging</td>
</tr>
<tr>
<td>3084057</td>
<td>Headache, intracranial hypertension features, initial imaging</td>
</tr>
<tr>
<td>3084082</td>
<td>Headache, primary migraine, neuro exam normal, initial imaging</td>
</tr>
<tr>
<td>3149329</td>
<td>Headache and neck pain, acute, no neuro deficit</td>
</tr>
<tr>
<td>3155935</td>
<td>Headache, new onset, pregnant, initial imaging</td>
</tr>
<tr>
<td>3158447</td>
<td>Headache, primary trigeminal autonomic cephalalgias, initial imaging</td>
</tr>
<tr>
<td>3163049</td>
<td>Headache, increasing frequency, initial imaging</td>
</tr>
<tr>
<td>3163050</td>
<td>Headache, increasing severity, initial imaging</td>
</tr>
<tr>
<td>3196284</td>
<td>Headache, severe, sudden onset, maximal severity within an hour, initial imaging</td>
</tr>
<tr>
<td>3196286</td>
<td>Headache, tension type, neuro exam normal, initial imaging</td>
</tr>
<tr>
<td>3196291</td>
<td>Headache, new onset, peripartum period, initial imaging</td>
</tr>
<tr>
<td>3196292</td>
<td>Headache, new pattern, pregnant, initial imaging</td>
</tr>
</tbody>
</table>

- Select the appropriate scenario by clicking on it. A new page with detailed information for that scenario will appear.
### ACR Table

- **The ACR Table will also display.**
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Procedure</th>
<th>Adult RRL</th>
<th>Peds RRL</th>
<th>Appropriateness Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache, intracranial hypertension features, initial imaging</td>
<td>MRI head without and with IV contrast</td>
<td>0 mSv</td>
<td>0 mSv [ped]</td>
<td>Usually appropriate</td>
</tr>
<tr>
<td></td>
<td>MRI thoracic spine with IV contrast</td>
<td>0 mSv</td>
<td>0 mSv [ped]</td>
<td>May be appropriate</td>
</tr>
<tr>
<td></td>
<td>MRI thoracic spine without IV contrast</td>
<td>0 mSv</td>
<td>0 mSv [ped]</td>
<td>May be appropriate</td>
</tr>
</tbody>
</table>

Consultation Confirmation

- Copy the Scenario Id number
- Paste this number into the field (Enter Scenario ID) on the create case form (go back to the other tab on the browser)
- Keep the check mark for “Display chart with all explanations”
Multiple Choice Question Stem

- Use the following question stem:
  “Which of the following is the most appropriate imaging option for this patient?”
- For other question stem options, refer to the Style Guide
Choices and Explanations

- Enter a minimum of four choices and explanations for the question
- Additional choices may be added by clicking the Add Choice Icon
Choices & Explanations

- Ideally, the four choices will be the top four exam options in ACR Select.
- Provide specific explanations for each choice. Links to external information can be added using the LINK icon. Make sure the link is set to **New Window**.
Advanced Case: Case in Point (CiP)

- For the Advanced Case in Point cases, there is an additional text section for this information that will be added by staff after the case is submitted.
- CiP cases can be found in the CiP Case Archive
  - [https://cortex.acr.org/CiP/Pages/CaseArchive](https://cortex.acr.org/CiP/Pages/CaseArchive)
- Place the name and link for the CiP case in the Reference section of the case or in the Comments box.
Interested in an advanced case on this topic with additional images?
The following Case in Point case provides additional information on this topic: Posterior shoulder dislocation with accompanying reverse Hill-Sachs fracture. ACR Case in Point (CIP) provides access to the Case in Point archives to medical students. For the most recent cases with the newest topics, ACR provides free medical student membership. More information can be found at Medical Student Membership.

Additional Resource: Don’t Miss X-ray Lesions - Shoulder Dislocation pg 44-46
Advanced Case: Images

- Drag & Drop, Browse Files or Paste the images into the Image Box
- Two images will be required
  - One normal anatomy (annotated)
  - One Image from the Case in Point Case
### Keywords (Optional)

![Image of a form with fields for authorship details](image)

- **KeyWords**
- **Author 1**
  - **First Name**: Enter First Name
  - **Degree**: Enter Degree (no periods, e.g., BS, MD, PhD)
  - **Title**: Enter Title (e.g., Radiology Resident, Medical Student)
  - **Specialty**: Enter Specialty
  - **Institution**: Select
  - **Zip Code**: Enter Zip Code
  - **Institution Logo**: Drop file to attach or browse

- **Last Name**: Enter Last Name
- **Resident Year**: Enter Resident Year (e.g., MS-1, PGY-4)
- **Department**: Enter Department
- **E-mail**: Enter E-mail address
- **City**: Enter City of institution
- **State**: Enter State
Author(s) Information

- Click the Red + icon to add co-author information
Reference & Copyright

- Enter all references for the case including the link to the CIP case for Advanced Cases
- Refer to the Style Guide for specifics on citing references
- The copyright agreement must be checked in order to submit the case
Cancel, Clear, Save

- **Cancel** – go back to the Case List Dashboard page
- **Clear** – clears all fields in the case
- **Save** – saves case information (does not submit)
Finalize and Submit Case

- On the Case List Dashboard, hover over the case row and click the Form option to open the case.
Preview, Edit, Submit

- **Preview** - see the case information as the learner would see the case
- **Edit** - open the case form in edit mode to make changes
- **Submit** - submit the case for editing by the editorial board
Submitted Case

- Once Submitted, the status will change on the Case List Dashboard to Ready for Staff
- Staff will review the case for missing information and prepare the case for the next step
Case Status
Author Status: Return to Author

Case with a QC Fail status indicates that the staff identified a missing key element. The author is required to make some edits to the case and resubmit the case again. Follow the steps below:

1. Click the Comments icon to review comments
2. Open the Case Form (top right)
3. Open in Edit mode (top right)
4. Complete the edits and then click Submit for Review
Other Status

- Draft - case created but not yet submitted
- Staff Review - submitted and waiting staff review
- Return to Author - case sent back to author after staff review
- Editor Review - staff approved and waiting for section editor review
- Return to Author by Editor - case needs update after editor review
- Chief Editor Review - waiting chief editor review
- Return to Editor - case needs update after chief editor review
- Approved - approved for publishing, waiting on staff to complete publish process
- Published
- Archive
Support

- For technical issues, click the green Support Tab to log a ticket
- For other issues and program questions contact radiologyteaches@acr.org