R-SCAN Web-based Quality Improvement Project: Using the Web Portal or Spreadsheet Upload

Navigating the Quality Improvement Project Instructions

1. Review the R-SCAN content on the ACR website for the benefits of participation and the projects 3 phases at acr.org/rscan.
2. Check out the **Topics and Resources** for the list of R-SCAN Choosing Wisely® topics and educational materials.
3. Learn about the **Data Entry options** for an R-SCAN portal project.
4. Consult information about **earning MOC and PI-CME credits** through R-SCAN participation.
5. Read about the success of other practices on the **R-SCAN in Practice** page.
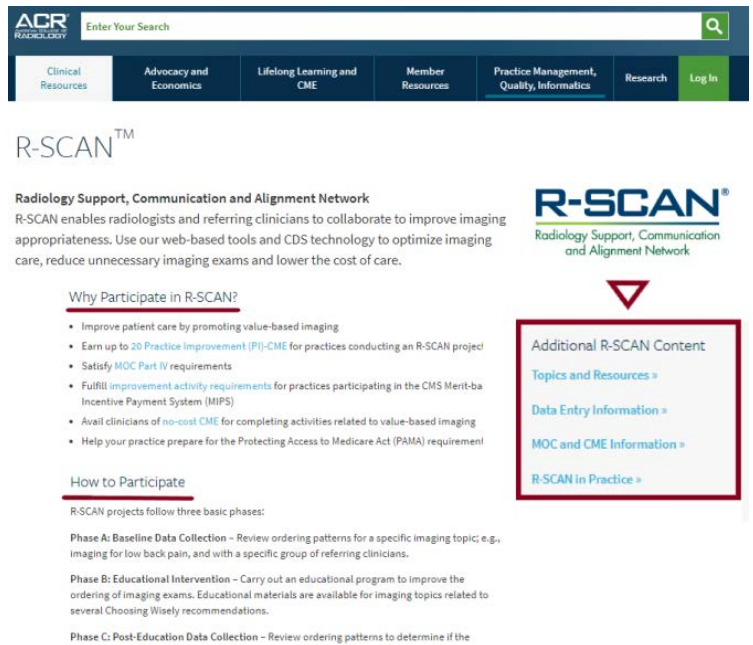
Navigating the Password-Protected Workspace

Log in to the password-protected R-SCAN Dashboard to begin a project. An ACR username and password are required and can be set up at Create an account. Once logged in, follow the steps below to carry out a project.

1. **Practice with CareSelect:** Test out the clinical decision support tool and see how it supports creating retrospective case review reports.
   - From the "Resources" menu, select "Practice with CareSelect" to access the case review tool.
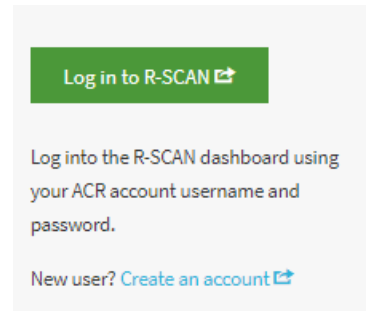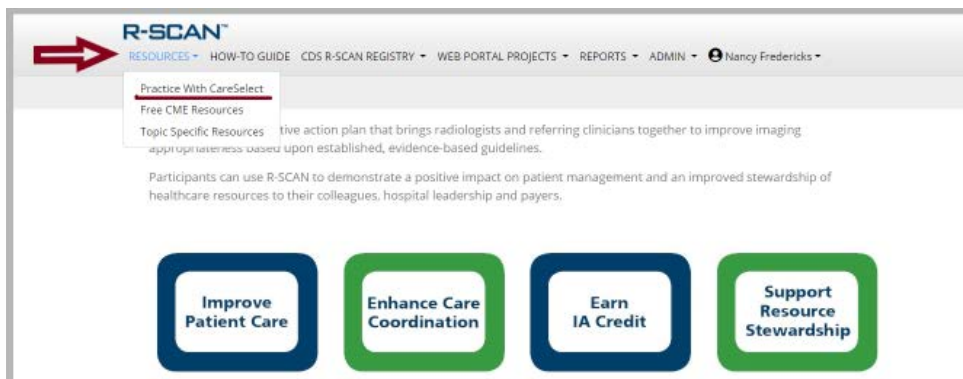
- Review instructions for entering data.

Select the Enter Data button to begin practicing with the trial clinical decision support tool. When finished, click My Report to view a report example. Aft submitted, the report count will update automatically.

Access the imaging clinical decision support web portal

Enter case data   My Report [1]

View reports of data entered.

Download Instructions
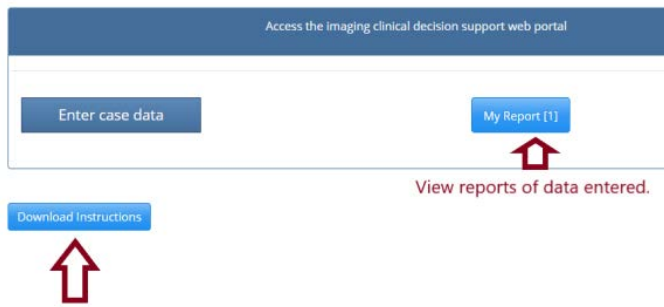
2. **Review spreadsheet templates:** Entering data in an Excel spreadsheet template is an alternative to using the web-based CareSelect tool. A template is available for each R-SCAN topic, or a template can be created for practice-defined topics. See "Option 2: Use an Excel Template" to review the templates. The R-SCAN staff uploads the spreadsheet data at the baseline phase, post-education phase, or at the completion of both phases. Submit spreadsheet templates to RSCANinfo@acr.org .

3. **Conduct a Web Portal Project:** From Web Portal Projects menu, you can 1. Register a project, 2. Enter case data, 3. Create a practice-defined topic, or 4. View your completed projects.
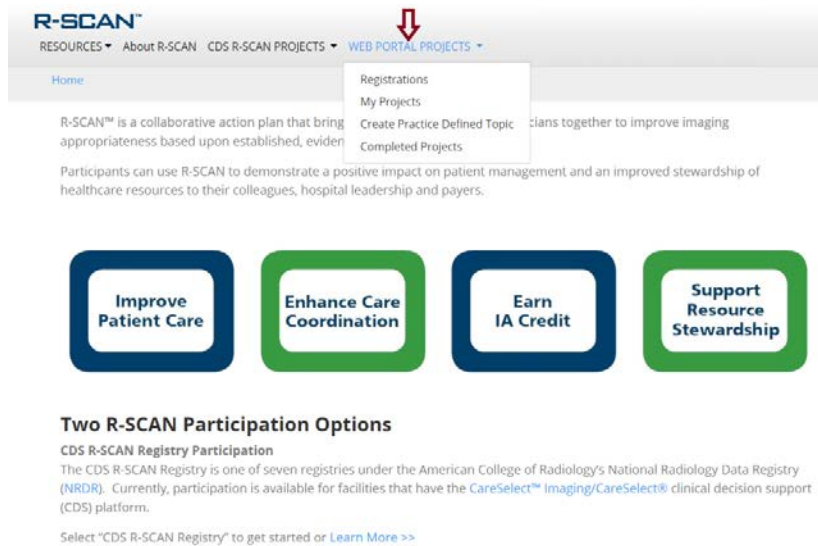
4. **Register a Project:** Click the "Register" button next to your topic and follow the registration directions.

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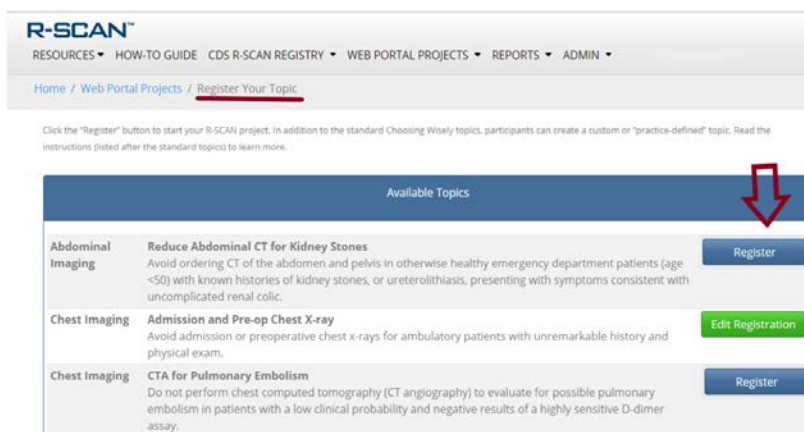
4. **Create a Practice-defined Topic:** R-SCAN participants can also create their own R-SCAN topic. See instructions for more information.

5. **Enter Cases Using CareSelect:**

   In a clinical setting, CareSelect is used to support ordering the most appropriate imaging exam. In R-SCAN, CareSelect can be used to rate the value of cases ordered retrospectively at baseline and after an educational collaboration. The case data entered reside in the R-SCAN database and can be viewed by clinicians who have agreed to participate in and are registered for a specific R-SCAN project.

   Upon registering an R-SCAN Choosing Wisely topic, in the "Web Portal Projects" sub-menu, select "My Projects" to access your registration. Note the suggested clinical indication search information to use when entering data.

   From the "Action" menu, select "Enter Baseline" to begin using CareSelect to rate your baseline cases.

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6. Viewing Reports

Upon entering data (or upon notification that the spreadsheet data are uploaded—see instruction #2), select "My Report" to view a case list and data summary of the cases you have entered. Select "Summary" to view a complete report if multiple persons are entering data for the same practice and Choosing Wisely topic. If an error is made when entering data, select "Delete Cases" to view a page with a delete cases function.

7. Enter Education Phase: Enter the start and end dates of the educational intervention project component.

8. Complete Post Education and Submit Project Completion form

9. **View Project Completion Reports:**

10. **Access Educational Resources:**

The ACR offers a collection of educational resources for each of the R-SCAN Choosing Wisely topics, some of which offer free CME. To access, click "Topic-Specific Resources" and select the R-SCAN topic of interest. The resource collections are continuously being updated, so check back for new offerings.

11. **Questions?**

The R-SCAN team would be pleased to set up a demonstration and to help you get your project off the ground. Contact us: RSCANinfo@acr.org

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