GETTING STARTED

STEP 1: Visit the PQI Project Web Portal

The PQI Project Web Portal is a comprehensive resource that supports project planning and execution. The Web portal provides access to extensive PQI-content information and a wide array of specially tailored materials to help radiologists and referring physicians gain significant benefit from project participation. The Web portal is a dynamic resource that will continue to expand as new Value-based PQI Project strategies and materials are identified and developed.

STEP 2: Select the Imaging Study or Studies

On the PQI Web Portal, review the list of Choosing Wisely imaging topics eligible for inclusion in this PQI project, and select one or more studies. Keep in mind:

- Individual PQI project participants should assess at least 25 studies during Phase 1 (pre-intervention phase) and 25 studies during the Phase 3 (post-intervention phase), for a total of 50 project studies assessed.
- For group practice PQI project participants, each practice member should assess the total 50 studies as described above.
- Select one or more imaging studies for which significant ordering improvements are both needed and possible. Tip: If, at the end of the Phase 1, all or most of the selected studies are found to have been ordered correctly, there’s little opportunity for improvement; therefore, another imaging study would need to be selected.

STEP 3: Select the Referring Physician or Physicians

The Value-Based PQI Project is designed to modify the imaging study ordering pattern of one or more referring physicians or group practices (more about strategies and tools in Step 8). Select referring physicians:

- With whom you have a good working relationship
- Who are ideally located in one single or a few geographical location(s) for convenient access
- Who you have observed as needing improvement in their ordering of imaging studies. Tip: A referring physician who always selects appropriate imaging studies would not be a good match for this PQI project.

STEP 4: Register Your Project!

Registration is simple:

- Determine who will perform data entry. If you and your colleagues plan to select more than one Choosing Wisely topic, a different person can register to enter data for each topic selected.
- Go to the PQI Portal and, in the “How to Participate” section, click on the “Get Started” button
- Sign in to your ACR account to access the PQI project dashboard (If you don’t have an ACR account, you can create one now.)
• Review the dashboard features Tip: You can practice entering data into ACR Select: In the first row labeled “Practice,” click on the “Enter Data” button. Practice entering the data for different topics (The “ACR Select pathway” shows how to enter data for each topic.)
• Click on the registration button for the PQI topic you chose and enter information into the registration form. Click on the “Submit” button. The “Enter Data” and “Complete Buttons” are now highlighted in blue for the topic selected.

PHASE 1: Baseline Data Collection Process

STEP 5: Identify, Rate and Review Case Data

You can conduct the Phase 1 case data collection in one of two ways:

- **Retrospective method:** contact your IT team to request a list of the most recent cases that match the PQI project studies ordered by the referring physicians you selected
- **Prospective method:** identify the cases prospectively as they are ordered by the referring physicians you selected

The case list should include the required number of studies (25 studies per participating radiologist). **Tip:** The cases should reflect studies performed directly before you begin the PQI project (retrospective method) or right after (prospective method) to ensure that they reflect the current ordering patterns of the referring physician(s) selected.

Obtain case data from:

- The study order (requisition) form *(required)*
- The patient's medical record *(optional, but strongly recommended).*

Enter case data in ACR Select:

- Access the PQI dashboard: Clicking on the “Get Started” button or the “PQI Dashboard Widget” located in the right column of each PQI Web portal page (You will be prompted to log in.)
- From the dashboard, note the “ACR Select Pathway” under each topic. (For example, the “ACR Select Pathway” for topic one is: Modality driven, x-ray, chest, search for "admit.")
- Follow the “ACR Select Pathway” to view the PQI topic clinical scenarios
- Select the most relevant clinical scenario and the corresponding procedure
  - If the selected exam was scored as “inappropriate” (a score of 6 or lower), a pop up box will appear
  - Click on “Proceed with Exam” and select the reason why the exam was performed from the drop down box.
  - Enter a comment in the “Comment” or simply record NA and click on “Accept”
- Click on “Accept” to complete the order
- Monitor your progress: Go back to the dashboard and click on the “Report” button

STEP 6: Plan the Intervention Strategy

Select from a range of **strategies and tools** on the PQI Project Web Portal to help improve ordering patterns. Among the tools available, you will find:

- The ACR Appropriateness Criteria document
- Links to topics featured in the Choosing Wisely campaign and to guidelines developed by nonradiology national societies. **Tip:** Referring physicians may especially appreciate seeing imaging recommendations from a range of national societies
- Choosing Wisely topic-specific videos
- Articles from the *Journal of the American College of Radiology*
PHASE 2: Educational Intervention Process

STEP 7: Carry Out the Intervention Plan

Identify a referring colleague or two who would be willing to serve as a point person to provide feedback about how the intervention strategy is working.

Revise the intervention plan as necessary to achieve the goal of more appropriate imaging.

After implementing the selected strategies and tools, certify completion of the PQI Project intervention phase on the ABR website. Participating practice groups will be asked to indicate the members of the group who were involved with each specific aspect of Phase 2. This information is required to qualify for PQI credit.

On to phase 3!

STEP 8: Repeat Phase 1 Process

The post-education data collection phase involves much the same process as the baseline data collection phase. Conduct the Phase 3 either retrospectively or prospectively, using ACR Select to facilitate the data collection and recording. Carry out the process described in step 5.

The case list should include the required number of studies (25 studies per participating radiologist).

Tip: The list should include cases dated 1 to 3 weeks after the intervention, allowing sufficient time for the referring physicians to change their exam ordering pattern.

PHASE 3: Post-Educational Intervention Data Collection Process

STEP 9: Complete the Final Report

Compare the summary data for phases 1 and 3 for the project completion report:

- How did the measurement results compare with the predicted results?
- Did the measurement results show an improvement? (Any improvement identified through this process is an indication of success.)
- If the measurement results did not show an improvement:
  - Reevaluate the improvement plan by identifying any problems with the plan’s design or its implementation, including issues preventing root causes from being addressed effectively
  - Determine if modifications to the improvement plan are warranted
- Determine whether the group project has met its performance goal.
  - If “yes,” adopt the improved practice process as a standard, and proceed to a new PQI project.
  - If “no,” go back to the educational intervention phase (Phase 2), as needed, to adjust the improvement plan. Continue the operation of the existing project until an improvement is observed.

Prepare a participation self-reflection statement (if you participated as a practice group, each group member prepares a separate statement).
• Describe your personal reflections about the project, to include any improvements in quality and/or safety.
• Save the participation self-reflection statement. *NOTE: Do not send this information to the ABR unless requested to do so by the ABR during an audit.*
• Attest to project completion through your “myABR Account” to obtain MOC Part 4 credit. The ACR will notify ABR about your completion of this project.

**STEP 10: Review the Data and Final Action**

Share your story to feature on the PQI Web portal and send materials you developed that the ACR can post for others. Contact us at: [PQIinfo@acr.org](mailto:PQIinfo@acr.org)!