

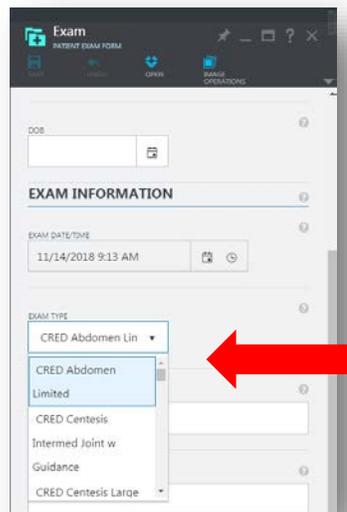
Qpath Credentialing Process

Providers will be required to complete a credentialing process for Point of Care Ultrasounds. There are a few changes to the POCUS workflow within Qpath when doing the credentialing process.

- 1) When you want to do a POCUS credentialing exam, you will NOT enter an order for the exam in Cerner. This means the patient will not show on the worklist on the ultrasound machine. You will have to enter in the patient demographic information manually.
 - a. When entering in the patient information, use all caps for the name, and no leading zeros or dashes for the MRN.
- 2) Once you have completed your scans, you will need to select to send those images to Qpath.
 - a. Note: this process will have to be demonstrated on the ultrasound machine, since the process looks a little different per machine.
- 3) Your exam will show up in Qpath without an 'Exam Type' or 'Operator'. You will need to enter that information before you can complete the exam worksheet.



- a. Select your exam, then click on 'Edit'.
- b. From the edit screen, you will need to select an 'Exam Type'. You'll need to select an exam type with the 'CRED' prefix, for credentialing exams.



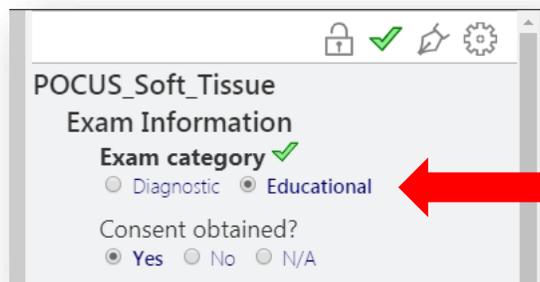
- c. You will also need to add yourself as the operator. Click on the green plus sign next to 'Operator' and select your name.

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- 4) To complete the exam worksheet, start by selecting the appropriate worksheet in the 'Exam Worksheets' drop down.

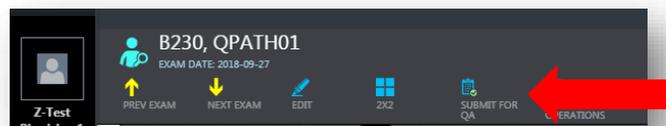


- 5) When completing the Exam Worksheet, select the 'Exam Category' of 'Educational'. This will prevent the images from going to PACS.



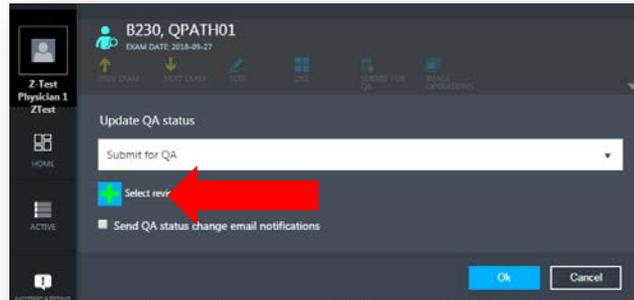
- 6) Once you have completed the exam worksheet, you will need to sign the worksheet, then submit it for QA. (This process is covered in more detail in the training tutorial)

- a. Click on the 'Submit for QA' button above the image screen.

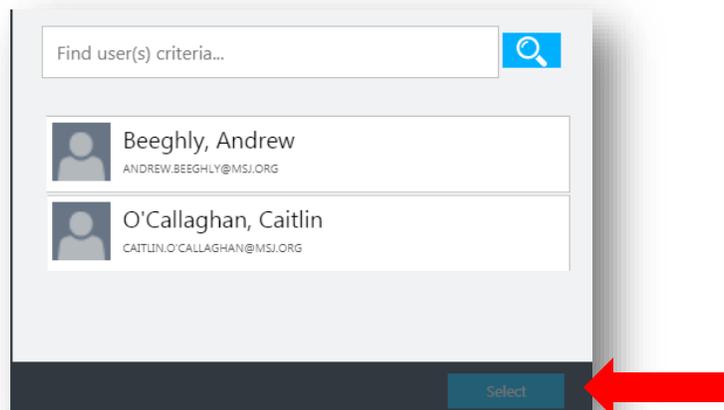


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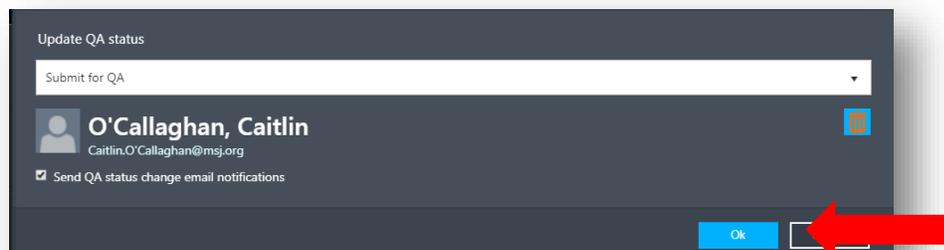
- b. Click on the blue plus sign next to 'Select Reviewer'.



- i. Note: Make sure the check box for 'Send QA status change email notifications' is checked. That will ensure the person doing the QA receives an email notification that a QA is needed, and you receive an email notification once QA is completed.
- c. Select the appropriate reviewer from the 'Select Exam Reviewer' pane.
- i. For now it will be Dr. Andrew Beeghly or Dr. Caitlin O'Callaghan
- d. Click the 'Select' button in the bottom right hand corner.



- e. You will then see the person you selected in the 'Update QA Status' pane. Click 'Ok' to submit for QA.



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- 7) Dr. O'Callaghan or Dr. Beeghly will review the exam worksheet, and complete the QA Worksheet, and mark the QA as completed in Qpath.
- 8) Once the QA worksheet is completed in Qpath, you will receive an email notification saying your exam QA has been completed.
 - a. There will be a 'View Exam' link in the email that will take you to the exam to review.
 - b. You will also receive a notification when you log into Qpath the next time.

This completes the credentialing process in Qpath.

More guidance on completing the credentialing process outside of Qpath, will be provided from clinical leadership.