

2016 myCasereview User Manual

Anonymous, High Quality, Expert Review

myCasereview is a web-based expert review tool for child abuse medical providers across the world. The intent of myCasereview is to improve documentation and diagnostic accuracy of child sexual abuse evaluations through the anonymous review of cases by our Expert Panel.



Midwest Regional
CHILDREN'S ADVOCACY CENTERS

Midwest Regional
Medical Academy

OJJDP

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Introduction

What is myCasereview?

This project involves the submission of your sexual abuse cases that have been de-identified of all protected health information (PHI). You may submit normal, indeterminate and abnormal cases for review. After the submission of each case, you will receive feedback by a reviewer from our Expert Review Panel regarding your diagnostic accuracy and documentation. You will have the opportunity to either close the case and/or request additional follow up after receiving feedback from your anonymous Expert Reviewer.

What information will I need to submit a case?

- Patient demographic information
- History
- Physical exam findings
- Genital exam findings
- Anal exam findings
- Clinical images and/or video (A minimum of 2 images/video in the following digital still formats, JPEG, TIFF, BMP and GIF - 1 MB (1,024 KB) or greater or mp4 video)
- Diagnostic Impression

Annual Subscription

The annual subscription rate is \$100 for unlimited case submission. The charge is per individual clinician.

HIPAA Compliance

XIFIN framework, applications and data center comply with the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules to ensure all patient information remains protected and confidential ensuring data or information is not made available or disclosed to unauthorized persons or processes. All XIFIN electronic features and functionality adhere to strict privacy and security rules regarding Protected Health Information (PHI) at three levels:

- 1) Access (administrative) controls

- 2) Physical that provides safeguards, measures, policies and procedures to protect XIFIN's electronic information systems and equipment, from natural and environmental hazards, and unauthorized intrusion and
- 3) Technical safeguards policy and procedures for authentication, encryption in transit and at rest that protects electronic health information and control access to it.

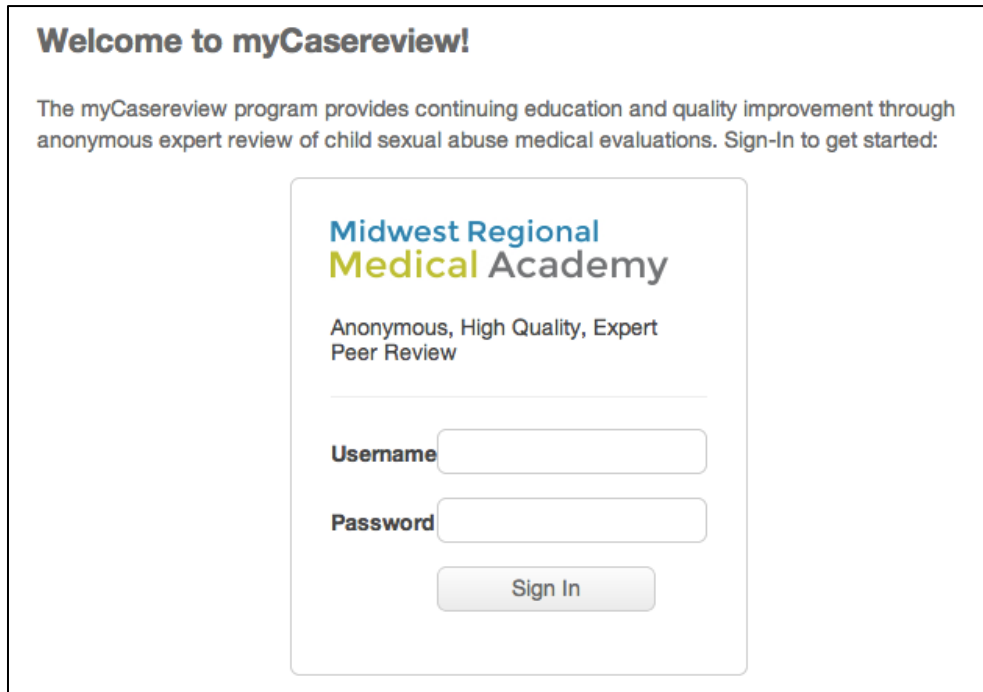
More information about **XIFIN** is available on their website at www.xifin.com and can be requested from the Medical Academy Coordinator at 651-220-6801 or by emailing Kim Martinez at kim.martinez@childrensmn.org.



Step-by-Step Instructions

Case Creation

STEP 1: Go to www.mycasereview.visualshare.com and login with the credentials you received in your introductory email. If you need to register go to <http://www.mrcac.org/medical-academy/mycasereview/> and complete the form.



Welcome to myCasereview!

The myCasereview program provides continuing education and quality improvement through anonymous expert review of child sexual abuse medical evaluations. Sign-In to get started:

Midwest Regional
Medical Academy

Anonymous, High Quality, Expert
Peer Review

Username

Password

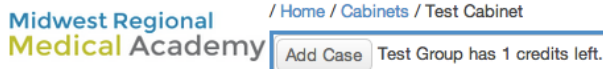
Sign In

NOTE: After logging in you will be able to purchase your annual subscription and view your purchase history.

STEP 2: Create a case by clicking on your case cabinet listed below the welcome message. Once you click on our case cabinet you will have access to all previously submitted cases and cases in progress.

Name	Status
Test Cabinet	

STEP 3: You will now see the ability to “Add a Case” at the top of the page as well as a notification of how many credits are left on your account. Click “**Add Case**”.



STEP 4: Click “**Edit**” in the top right hand corner and provide a name for the case you would like to create. Do NOT use any identifying case information as the title of the case. Select the amount of time passed since the abuse occurred. Click “**Save**” to proceed to “**Demographics**”.

Case Identifier: 37NCTLS0E9

Keywords: [Empty]

Status: MustSetDateOfService

Date of Service: [Empty] * Required

Suspected Abuse Type: Sexual * Required

How much time has passed since the last suspected episode of abuse/assault: Less than 24 hours

STEP 5: Provide the required demographic information for the case you are uploading by clicking ‘**Edit**’ and then click ‘**Save**’ and proceed to the next step.

Date of Birth: 01/01/01 * Required

Age on Date of Service:

- Years: 13
- Months: 4
- Days: [Empty]

Gender: Female Male * Required

Race/Ethnicity: White

STEP 6: After completing the demographic information you will now have unlocked the remaining case flow including *History, Physical Exam, Genital Exam, Anal Exam, Clinical Images/Video* and *Initial Diagnostic Impression*. Add case information to each section as you did before by clicking ‘Edit’ in the top right hand corner of each section and then ‘Save’ before moving to the next step.

STEP 7: You must upload a **MINIMUM of 2** clinical images and/or video. Follow the instructions provided on the screen to upload images and videos from your computer or wherever you have them saved. Once you’re files have uploaded successfully you will see the image name turn green as seen in the image below.

Save
Cancel

Clinical Images/Video

Instructions for submitting clinical images

- You will need to upload a minimum of two (2) images to submit your case for review
- Acceptable image formats include: JPEG and TIFF

STEP ONE: Click the Edit button
STEP TWO: Click the Select files... button
STEP THREE: Utilize the Browse Window to locate the image files on your computer.
STEP FOUR: Select the image(s) you would like to upload and click OPEN.

- You will see a **GREEN** bar over the image file name once it has been successfully uploaded. Please do not move away from this screen until all image files have a green bar.

STEP FIVE: Repeat steps 1 through 3 to upload at least two clinical images to your case.
STEP SIX: Click the Save button to generate a gallery of your image thumbnails that will appear below these instructions.

Select files... drop files here to upload Done ✔

#	dexhalloween2012.jpeg	100%
#	ws_Fall_Leaves_2560x1600.jpeg	100%

Image	Name	Delete
-------	------	--------

After clicking ‘Save’ you will see your images and/or videos as thumbnails as below.

←
CURRENT IMAGE NAME
→

⏪
⏩
1
⏪
⏩

1 - 2 of 2 items

STEP 8: In the box provide a detailed description of your diagnostic impression and select your diagnostic impression from the drop down list provided

NOTE: You **MUST** provide a diagnostic impression to complete the creation of a case. Once you click, ‘ Save Impression’, the case will be complete and you will no longer have the ability to edit any of the case information.

Initial Diagnostic Impression

Explain your diagnostic impression of the exam findings in detail

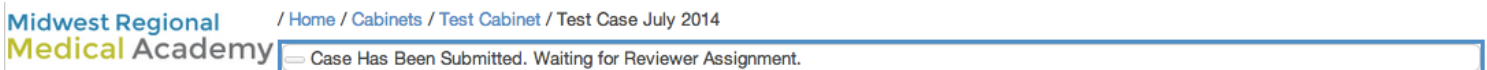
Explanation

Your Diagnostic Impression

Indeterminate findings for sexual abuse

* Required

STEP 9: Once you have successfully completed a case you will see the notification pictured below at the top of the screen ‘**Case Has Been Submitted. Waiting for Reviewer Assignment.**’ Your case will be sent to the myCasereview administrator and anonymously assigned an Expert Reviewer who will review your case within 48 hours.



Expert Reviewer Feedback

STEP 1: After the reviewer assigned to your case has completed the review of your case and you will receive an e-mail notification. Follow the instructions in this e-mail and log back in to myCasereview to review the feedback and suggestions provided by the Expert Reviewer.

From your Case Cabinet you will now see the case that has been reviewed is highlighted in **RED**.

Created	Name	Status	Owner	Keywords
07/16/2014	Test Case July 2014	OpenFinalDiagnosticImpression	nurse_test	

STEP 2: Click on your case and scroll to the bottom of the page to review the Expert Reviewer’s feedback.

STEP 3: Click on ‘Add Final Diagnostic Impression’ to submit your final impression and respond to the Expert Reviewer’s feedback.



STEP 4: The last step of the case workflow is to Accept or Reject the Expert Reviewer’s review.

Accept / Reject Review Save Cancel

Case Review Status Accept * Required

Save

If you Accept the review it will officially close within the system. If you Reject a review you will be contacted by the myCasereview Administrator to ensure your questions and concerns are resolved. **NOTE:** Your completed case will now turn green in your Case Cabinet.

Created	Name	Status	Owner	Keywords
07/15/2014	Test Case July 2014	Closed	nurse_test	

Questions

If you have any questions or concerns, please contact Kim Martinez at 612-759-9344 or email kim.martinez@childrensmn.org.