

Radiology-TEACHES Authoring and Editing Portal



ACR CORTEX | Product Dashboard

Please sign in below with your ACR credentials.

Username: *

Password: *

Remember Me

[Forgot Username/Password?](#)

Support

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

Radiology TEACHES Miles Menden

Cases CREATE A CASE

Case ID	Case Name	Author	Reviewer	Date Changed	Status	
59540	Test Notifications	Mikala Hunka	Mikala Hunka	08/05/2021	Return to Author	Form Preview
59535	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/05/2021	Editor Reviewing	
59534	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/05/2021	QC Fail	
59533	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/05/2021	Chief Editor Reviewing	
59532	Test email	Christopher Kuzinski	Mikala Hunka	08/05/2021	Approved	
59531	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/05/2021	Published	
59530	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/03/2021	Ready for Editor Review	
59529	Test #18.1.17	Mikala Hunka		08/03/2021	Ready for Staff	
59528	Test #18.1.17	Mikala Hunka	Mikala Hunka	08/03/2021	QC Fail	
59526	Upright abdomen	Christopher Kuzinski		08/03/2021	Ready for Staff	
59525	Pyelogram	Christopher Kuzinski	BeverlyFerdigante	08/02/2021	Ready for Staff	
59523	test (self mail)	K'Waga		07/27/2021	Ready for Staff	
59522	Handtojoy	Christopher Kuzinski	Christopher Kuzinski	07/27/2021	Staff Reviewing	
59521	Spinaltojoy	Christopher Kuzinski	BeverlyFerdigante	07/23/2021	Chief Editor Reviewing	
59520	Test	Christopher Kuzinski	Maria-JP Tipton	07/26/2021	Staff Reviewing	

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

Radiology TEACHES

Cases

Search

Status

Subspecialty

Pathology/Pathophysiology

Modality

Primary Content Type

Case Type

Case ID	Case Name	Aut
59540	59540 Test 59540.001	Aut
59535	59535 Test 59535.001	Aut
59534	59534 Test 59534.001	Aut
59533	59533 Test 59533.001	Aut
59532	Test email	Cl
59531	59531 Test 59531.001	Aut
59530	59530 Test 59530.001	Aut
59529	59529 Test 59529.001	Aut
59528	59528 Test 59528.001	Aut
59526	Lipidogram	Cl
59525	Pyelogram	Cl
59523	Test Staff email	Cl
59522	Handiogram	Cl
59521	Spinaliogram	Cl
59520	Footprint	Cl

Navigation Icons

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

Case ID	Case Name	Author	Reviewer	Date Changed	Status
59540	MMH Test Notifications	Mihale Hunka	Mihale Hunka	08/05/2021	Return to Author ³
59535	MMH Test P18 (J)	Mihale Hunka	Mihale Hunka	08/05/2021	Editor Reviewing ³
59534	MMH Test P18 (J)	Mihale Hunka	Mihale Hunka	08/05/2021	QC Fail ²
59533	MMH Test P18 (J)	Mihale Hunka	Mihale Hunka	08/05/2021	Chief Editor Reviewing ²
59532	Test email	Christopher Sumardi	Mihale Hunka	08/05/2021	Approved
59531	MMH Test P18 (J)	Mihale Hunka	Mihale Hunka	08/05/2021	Published
59530	MMH Test P18 (J)	Mihale Hunka	Mihale Hunka	08/03/2021	Ready for Editor Review ²
59529	MMH Test P18 (J)	Mihale Hunka		08/03/2021	Ready for Staff
59528	MMH Test P1 (J)	Mihale Hunka	Mihale Hunka	08/03/2021	QC Fail ²
59526	Ligand Validation	Christopher Sumardi		08/03/2021	Ready for Staff
59525	Pyrogen	Christopher Sumardi	BennyHenderson	08/02/2021	Ready for Staff ⁵
59523	Test Staff email	K'Naga		07/27/2021	Ready for Staff ¹
59522	Handing	Christopher Sumardi	Christopher Sumardi	07/27/2021	Staff Reviewing ³
59521	Handing	Christopher Sumardi	BennyHenderson	07/23/2021	Chief Editor Reviewing ³
59520	Test	Christopher Sumardi	Mick (P) Nelson	07/26/2021	Staff Reviewing ²

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

Cases



Status ^

- Draft
- Published
- Ready for Staff
- Staff Reviewing
- QC Fail

Subspecialty ^

- Abdominal
- Body
- Breast
- Cardiac
- Chest

Pathology/Pathophysiology ▾

Modality ▾

Primary Content Type ▾

Case Type ▾

Dashboard Search and Filters

Locate specific cases using the search field and available filters

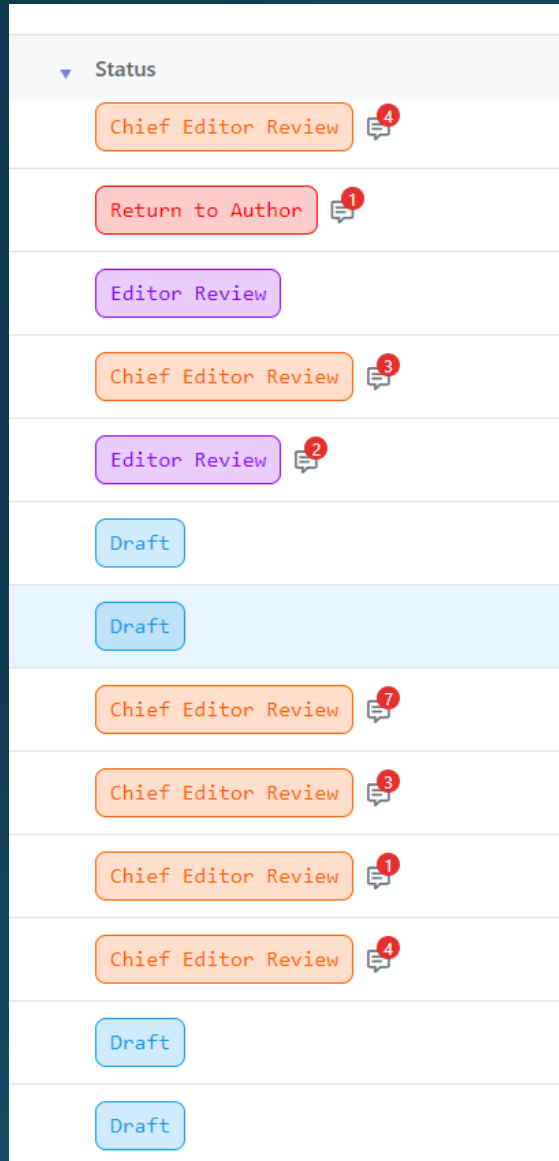
Radiology TEACHES

Cases

SEARCH

CREATE A CASE

Case ID	Case Name	Author	Reviewer	Date Changed	Status
59540	Mult. Sacroiliac	Michele Hunter	Michele Hunter	08/06/2021	Return to Author
59535	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	Editor Reviewing
59534	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	QC Fail
59533	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	Chief Editor Reviewing
59532	Test small	Christopher Kuzniowski	Michele Hunter	08/06/2021	Approved
59531	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	Published
59530	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	Ready for Editor Review
59529	Mult Sacroil	Michele Hunter		08/06/2021	Ready for Staff
59528	Mult Sacroil	Michele Hunter	Michele Hunter	08/06/2021	QC Fail
59526	Spinal Abdomen	Christopher Kuzniowski		08/06/2021	Ready for Staff
59525	Pyelogram	Christopher Kuzniowski	Erwan/Peddygarn	08/06/2021	Ready for Staff
59523	not Staff email	K. Vilaga		08/06/2021	Ready for Staff
59522	urology	Christopher Kuzniowski	Christopher Kuzniowski	08/06/2021	Staff Reviewing
59521	Spinal	Christopher Kuzniowski	Erwan/Peddygarn	08/06/2021	Chief Editor Reviewing
59520	Testum	Christopher Kuzniowski	Mark-CP Telling	08/06/2021	Staff Reviewing



Case Status

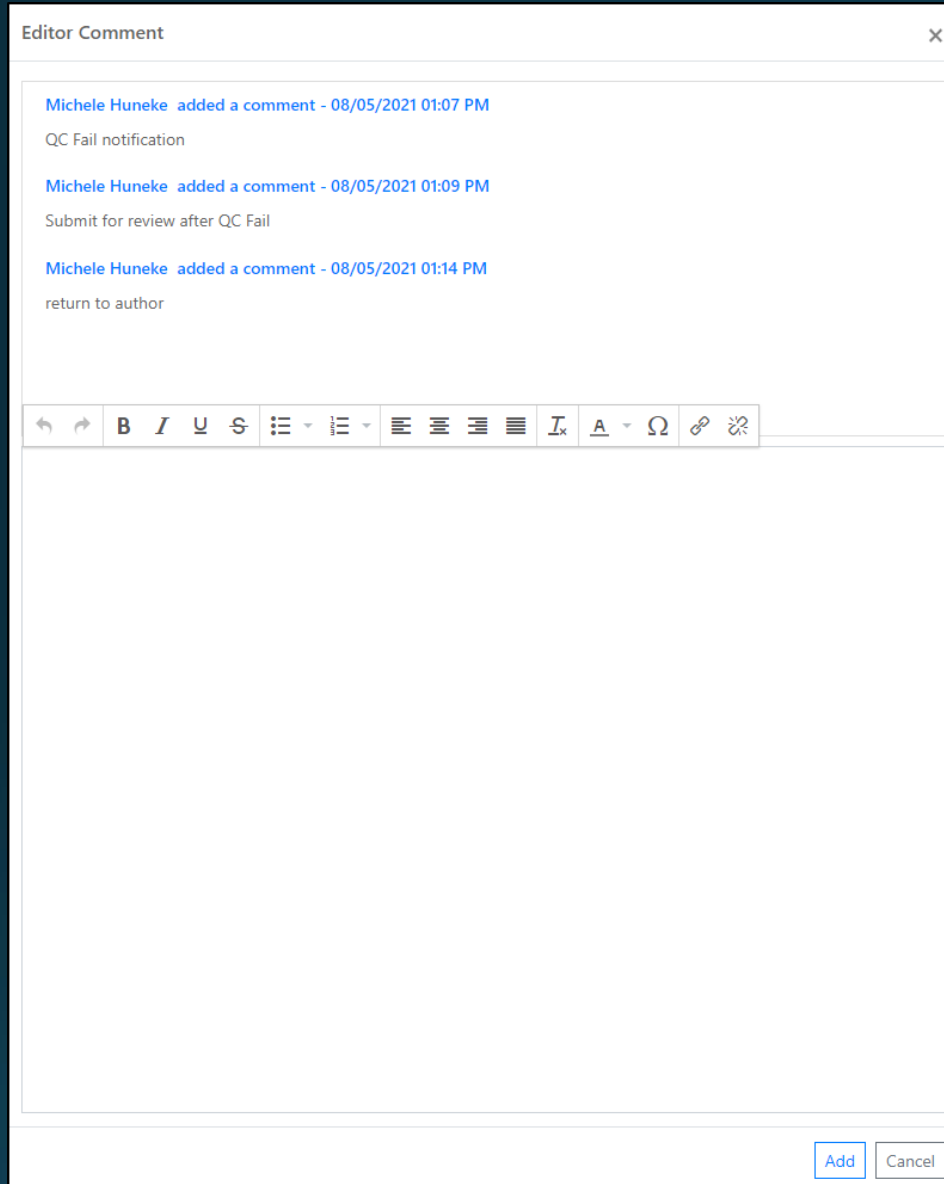
- Case status identifies “where” the case is in the editorial process
- The status for each case will be displayed
- Status are:
 - Draft
 - Ready for Staff
 - Staff Reviewing
 - Staff Review Return to Author
 - Editor Reviewing
 - Return to Author
 - Chief Editor Reviewing
 - Return to Editor
 - Approved
 - Published
 - Archive

Case ID	Case Name	Author	Reviewer	Date Changed	Status
59540	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/05/2021	Return to Author
59535	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/05/2021	Editor Reviewing
59534	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/05/2021	QC Fail
59533	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/05/2021	Chief Editor Reviewing
59532	Test article	Christopher Kuumonniemi	Mikaela H. Kaurala	08/05/2021	Approved
59531	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/05/2021	Published
59530	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/03/2021	Ready for Editor Review
59529	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/03/2021	Ready for Staff
59528	USA's Role in Afghanistan	Mikaela H. Kaurala	Mikaela H. Kaurala	08/03/2021	QC Fail
59526	Lapsien tila-aineisto	Christopher Kuumonniemi	Mikaela H. Kaurala	08/03/2021	Ready for Staff
59525	Paikkipäivä	Christopher Kuumonniemi	Ilona Pöyhönen	08/02/2021	Ready for Staff
59523	Isästä lähtenyt	K. Vainio	Mikaela H. Kaurala	07/27/2021	Ready for Staff
59522	Henkilökohtainen	Christopher Kuumonniemi	Christopher Kuumonniemi	07/27/2021	Staff Reviewing
59521	Henkilökohtainen	Christopher Kuumonniemi	Ilona Pöyhönen	07/23/2021	Chief Editor Reviewing
59520	Yhteinen	Christopher Kuumonniemi	Mikaela H. Kaurala	07/26/2021	Staff Reviewing

Date Changed	Status
08/05/2021	Return to Author
08/05/2021	Editor Reviewing
08/05/2021	QC Fail
08/05/2021	Chief Editor Reviewing

Case Comments Icon

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.

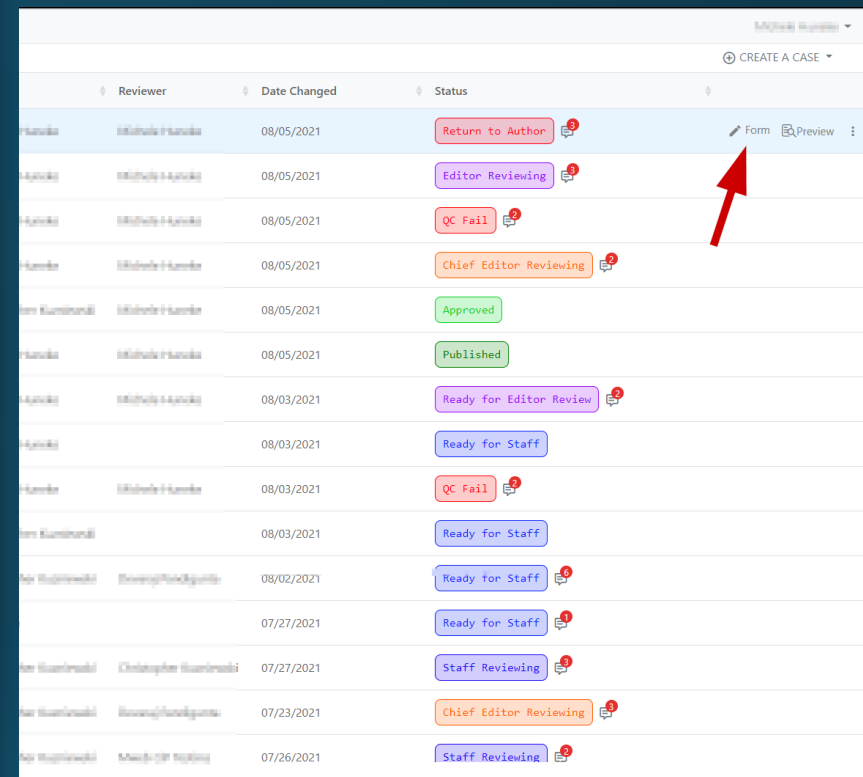


Comment Box

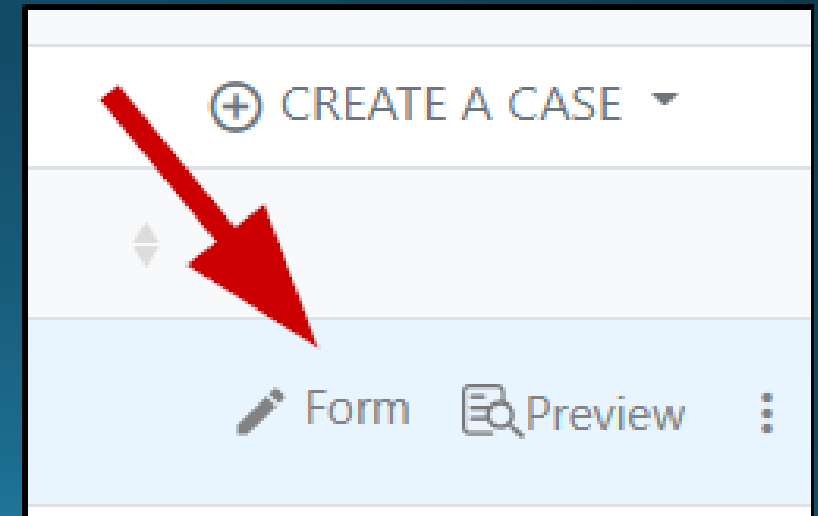
- Case Comments Icon is available on dashboard and on the case form
- Icon allows review of all comments on the case
- Comments can be added by clicking the **Comment Icon**
- Comments will be required during certain phases of the editing process

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

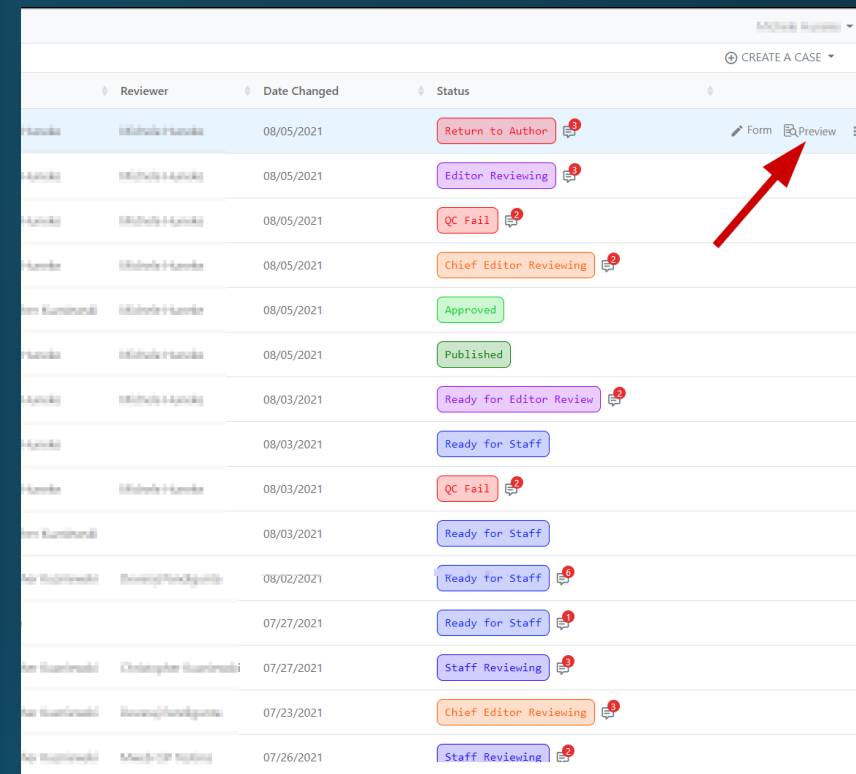


Reviewer	Date Changed	Status	Form	Preview
Karada	Mihale Karada	08/05/2021	Return to Author	Form Preview
Karada	Mihale Karada	08/05/2021	Editor Reviewing	
Karada	Mihale Karada	08/05/2021	QC Fail	
Karada	Mihale Karada	08/05/2021	Chief Editor Reviewing	
Ken Kumonadi	Mihale Karada	08/05/2021	Approved	
Karada	Mihale Karada	08/05/2021	Published	
Karada	Mihale Karada	08/03/2021	Ready for Editor Review	
Karada		08/03/2021	Ready for Staff	
Karada	Mihale Karada	08/03/2021	QC Fail	
Ken Kumonadi		08/03/2021	Ready for Staff	
Ken Kumonadi	Evangelina Kumonadi	08/02/2021	Ready for Staff	
		07/27/2021	Ready for Staff	
Ken Kumonadi	Christopher Kumonadi	07/27/2021	Staff Reviewing	
Ken Kumonadi	Evangelina Kumonadi	07/23/2021	Chief Editor Reviewing	
Ken Kumonadi	Mark-OT Njorje	07/26/2021	Staff Reviewing	



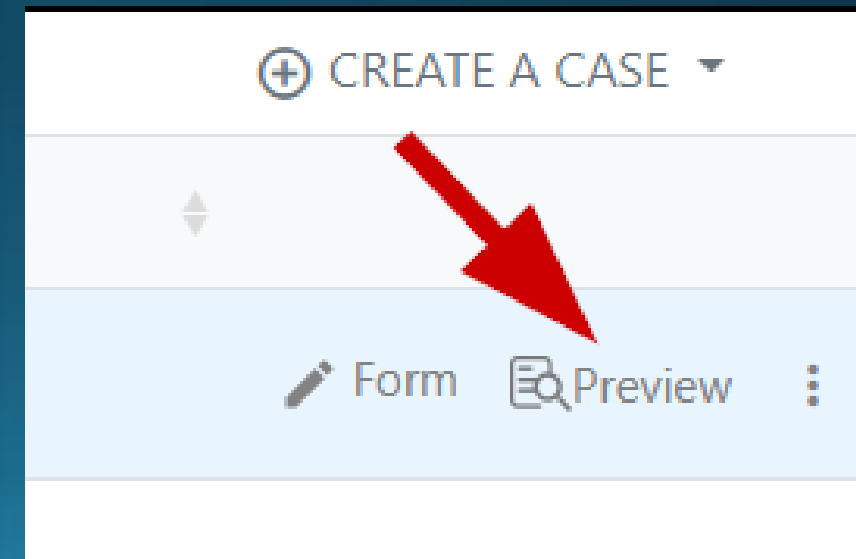
Preview Case (Preview Icon)

- Click the **Preview** Icon to open the case in Preview Mode
- Preview Mode displays the case as a learner or student would see it



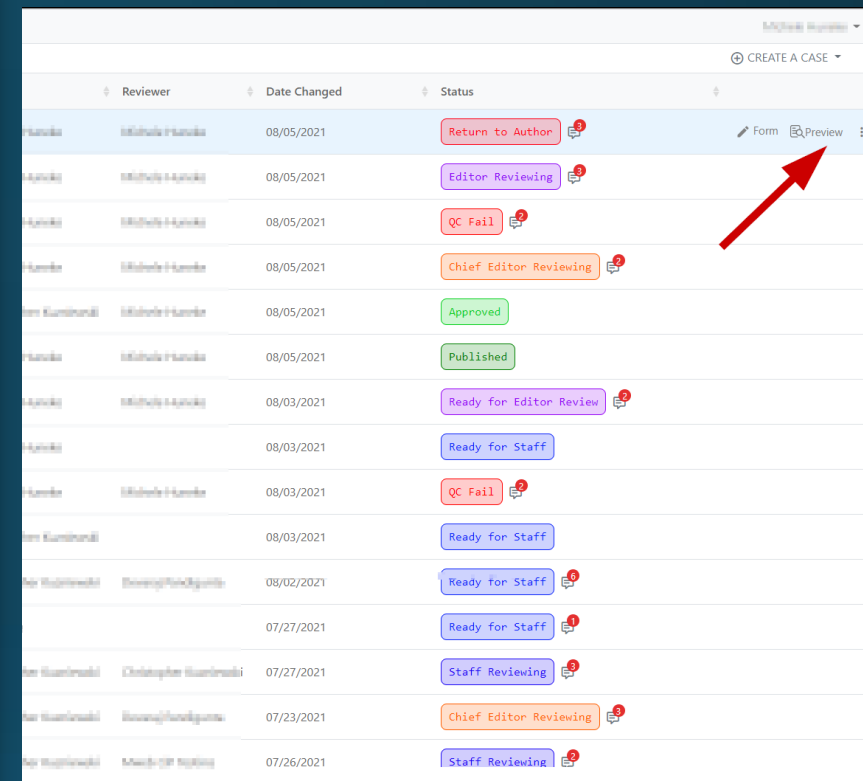
A screenshot of a case management interface showing a table of cases. The table has columns for Reviewer, Date Changed, and Status. The Status column contains various colored buttons representing different stages: Return to Author (red), Editor Reviewing (purple), QC Fail (red), Chief Editor Reviewing (orange), Approved (green), Published (green), Ready for Editor Review (purple), Ready for Staff (blue), and Staff Reviewing (blue). A red arrow points to the 'Preview' icon in the top right corner of the first row.

Reviewer	Date Changed	Status
Husada	08/05/2021	Return to Author
Ajivadi	08/05/2021	Editor Reviewing
Ajivadi	08/05/2021	QC Fail
Husada	08/05/2021	Chief Editor Reviewing
ten Kusumadil	08/05/2021	Approved
Husada	08/05/2021	Published
Ajivadi	08/03/2021	Ready for Editor Review
Ajivadi	08/03/2021	Ready for Staff
Husada	08/03/2021	QC Fail
ten Kusumadil	08/03/2021	Ready for Staff
ten Kusumadil	08/02/2021	Ready for Staff
ten Kusumadil	07/27/2021	Ready for Staff
ten Kusumadil	07/27/2021	Staff Reviewing
ten Kusumadil	07/23/2021	Chief Editor Reviewing
ten Kusumadil	07/26/2021	Staff Reviewing



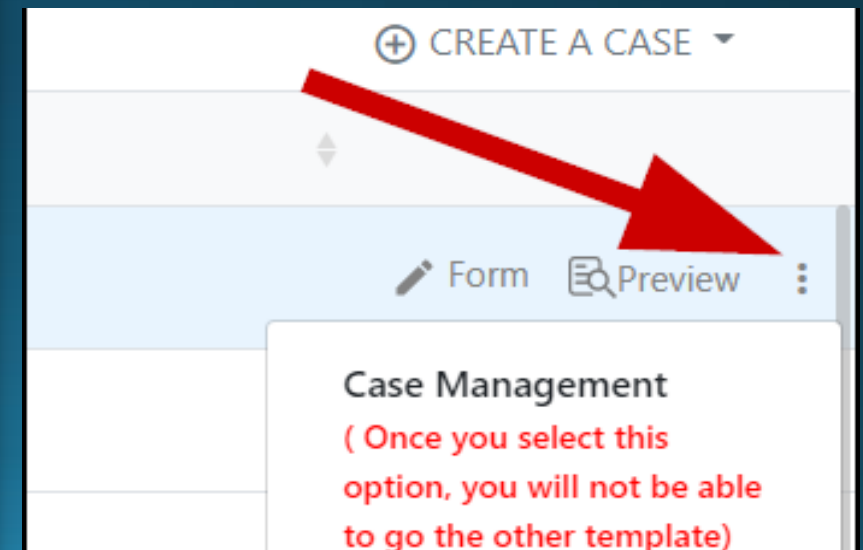
Triple Dot Icon

- 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



A screenshot of a web application interface showing a table of cases. The table has columns for Reviewer, Date Changed, and Status. The first row is highlighted in light blue and contains the text 'Return to Author' in a red box, followed by a red arrow pointing to a triple dot menu icon. Other rows show various statuses like 'Editor Reviewing', 'QC Fail', 'Chief Editor Reviewing', 'Approved', and 'Published'.

Reviewer	Date Changed	Status
Wahidul Hossain	08/05/2021	Return to Author
Wahidul Hossain	08/05/2021	Editor Reviewing
Wahidul Hossain	08/05/2021	QC Fail
Wahidul Hossain	08/05/2021	Chief Editor Reviewing
Wahidul Hossain	08/05/2021	Approved
Wahidul Hossain	08/05/2021	Published
Wahidul Hossain	08/03/2021	Ready for Editor Review
Wahidul Hossain	08/03/2021	Ready for Staff
Wahidul Hossain	08/03/2021	QC Fail
Wahidul Hossain	08/03/2021	Ready for Staff
Wahidul Hossain	08/02/2021	Ready for Staff
Wahidul Hossain	07/27/2021	Ready for Staff
Wahidul Hossain	07/27/2021	Staff Reviewing
Wahidul Hossain	07/23/2021	Chief Editor Reviewing
Wahidul Hossain	07/26/2021	Staff Reviewing

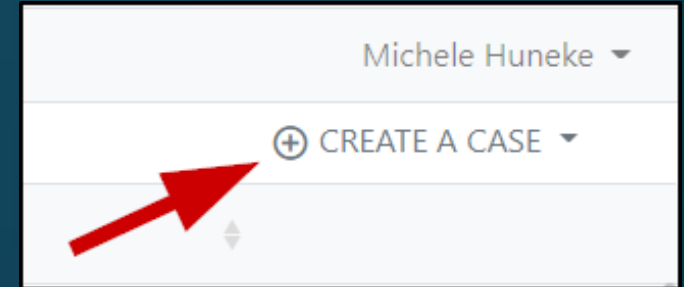
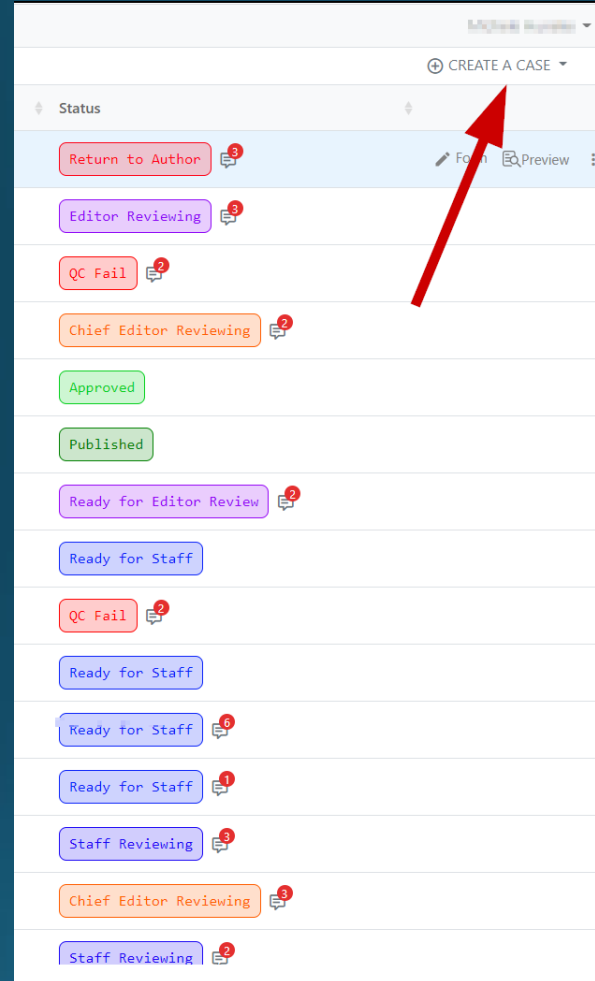




Create A Case

Create Case

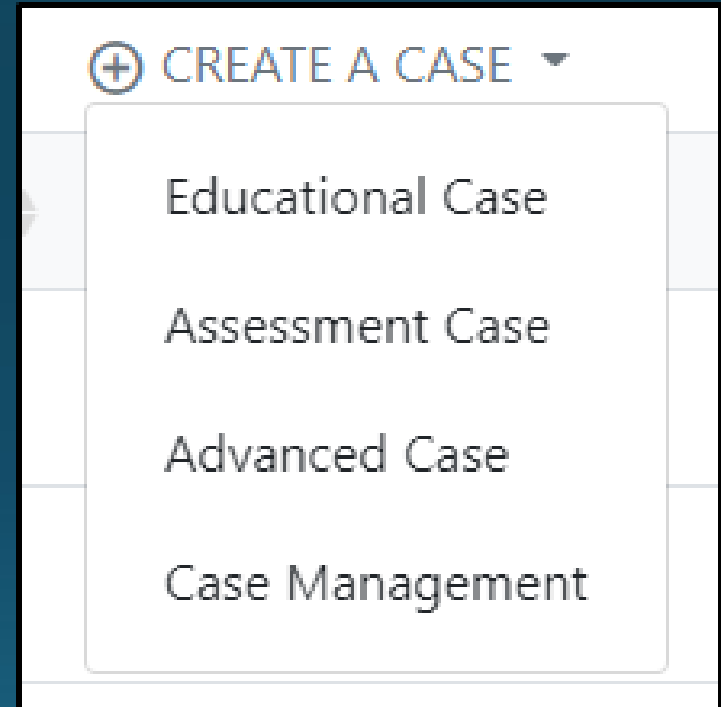
- Click the CREATE A CASE to start a brand-new case
- Refer to the [Style Guide](#) for specifics



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



Cancel Clear Save

Create Case

Radiology TEACHES Michele Huneke ▾

[← Cases](#) Cancel Clear Save

Educational Case

Case Info

Case Name*

Diagnosis*

Age*

Gender*

Race

Subspecialty*

Pathology/ Pathophysiology

Modality*

Primary Content Type

- 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

Subspecialty*

Select ▼

Pathology/ Pathophysiology

Select ▼

Modality*

Select ▼

Primary Content Type

Select ▲

Search

- Absorption
- Altered breast
- Anatomy
- Architectural Distortion
- Artifacts
- Asymmetry

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*

Scenario

AC Portal

Enter Scenario ID

× Display chart with all explanations

Choose a Question type to be presented with the Scenario

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

ACR Select Question

- Select the question type using the radio buttons
- Multiple Choice is the recommended question type

ACR Select Question*

Scenario

AC Portal Enter Scenario ID x Display chart with all explanations

Choose a Question type to be presented with the Scenario

Multiple Choice

True/False

Check All That Apply

Multiple Choice Question*

<input checked="" type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation

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 Select Question*

Scenario

[AC Portal](#) Enter Scenario ID x Display chart with all explanations

Choose a Question type to be presented with the Scenario

Multiple Choice

True/False

Check All That Apply

Multiple Choice Question*

<input checked="" type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation

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

Search Scenarios

Search topics, variants, and scenarios. Spaces between terms are AND operators.

Panel

Sex

Age

Body Area

Clear Filters

← Back

ACR AC Portal

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

Search Scenarios

Search topics, variants, and scenarios. Spaces between terms are AND operators.

Panel

Sex

Age

Body Area

Clear Filters

← Back

ACR AC Portal

- Apply filters on the result if needed

Scenarios

Search Scenarios

Search topics, variants, and scenarios. Spaces between terms are AND operators.

Panel













Sex

Age

Body Area

[Clear Filters](#)[← Back](#)

Neurologic

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



Scenarios Information

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

Headache

[← Back](#)

Variants

5 Headache with features of intracranial hypotension (eg, positional, worse when upright, better when lying down). ..

Documents

[Narrative](#)

[Evidence Table](#)

[Lit Search](#)

[Appendix](#)

Scenario	Scenario Id	Procedure	Adult RRL	Peds RRL	Appropriateness Category	
Headache, intracranial hypotension features, initial imaging	3074252	MRI head without and with IV contrast	0 mSv ○	0 mSv [ped] ○	Usually appropriate	●
		MRI thoracic spine with IV contrast	0 mSv ○	0 mSv [ped] ○	May be appropriate	●
		MRI thoracic spine without IV contrast	0 mSv ○	0 mSv [ped] ○	May be appropriate	●
		MRI thoracic spine without and with IV contrast	0 mSv ○	0 mSv [ped] ○	May be appropriate	●
		Arteriography cervicocerebral	1-10 mSv ☼☼☼	3-10 mSv [ped]..	Usually not appropriate	●
		MRA head with IV contrast	0 mSv ○	0 mSv [ped] ○	Usually not appropriate	●
		MRA head without IV contrast	0 mSv ○	0 mSv [ped] ○	Usually not appropriate	●
		MRA head without and with IV contrast	0 mSv ○	0 mSv [ped] ○	Usually not appropriate	●
		MRI head with IV contrast	0 mSv ○	0 mSv [ped] ○	Usually not appropriate	●
		CT head with IV contrast	1-10 mSv ☼☼☼	0.3-3 mSv [ped]..	Usually not appropriate	●
MRI head without IV contrast	0 mSv ○	0 mSv [ped] ○	Usually not appropriate	●		

ACR Table

- The ACR Table will also display.

Scenario	Scenario Id	Procedure	Adult RRL	Peds RRL	Appropriateness Category	
Headache, intracranial hypotension features, initial imaging	3074252	MRI head without and with IV contrast	0 mSv ○	0 mSv [ped] ○	Usually appropriate	●
		MRI thoracic spine with IV contrast	0 mSv ○	0 mSv [ped] ○	May be appropriate	●
		MRI thoracic spine without IV contrast	0 mSv ○	0 mSv [ped] ○	May be appropriate	●

ACR Select Question*

Scenario

[AC Portal](#) × Display chart with all explanations

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

Multiple Choice Question*

Correct Choice

Correct Choice

Correct Choice

Correct Choice

Explanation

Explanation

Explanation

Explanation

+ Add Choice

- 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](#)

ACR Select Question*

Scenario


AC Portal Enter Scenario ID x Display chart with all explanations

Choose a Question type to be presented with the Scenario

Multiple Choice
 True/False
 Check All That Apply

Multiple Choice Question*

<input checked="" type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation
<input type="radio"/> Correct Choice	Explanation

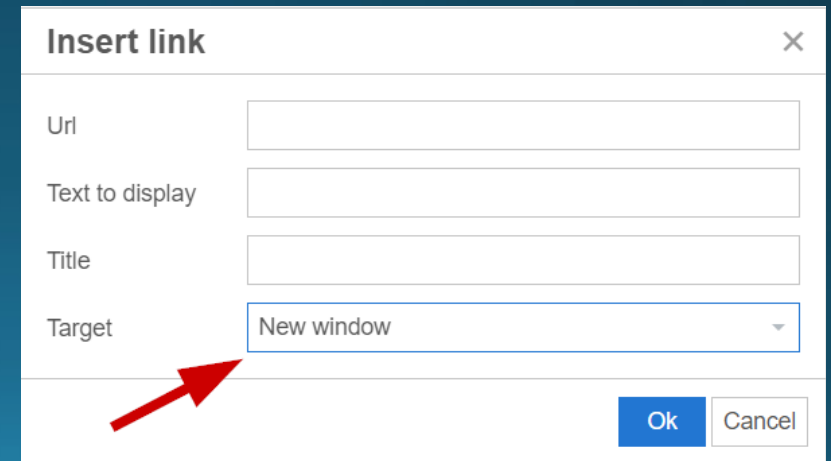
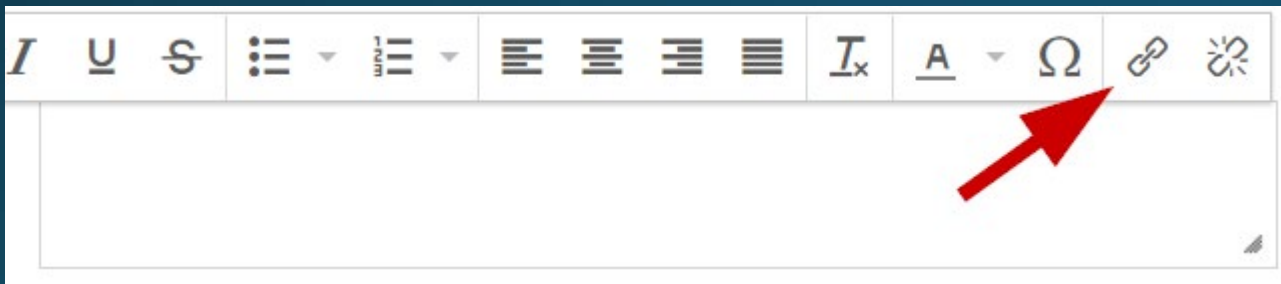


Choices and Explanations

- 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>
- Place the name and link for the CiP case in the Reference section of the case or in the Comments box.

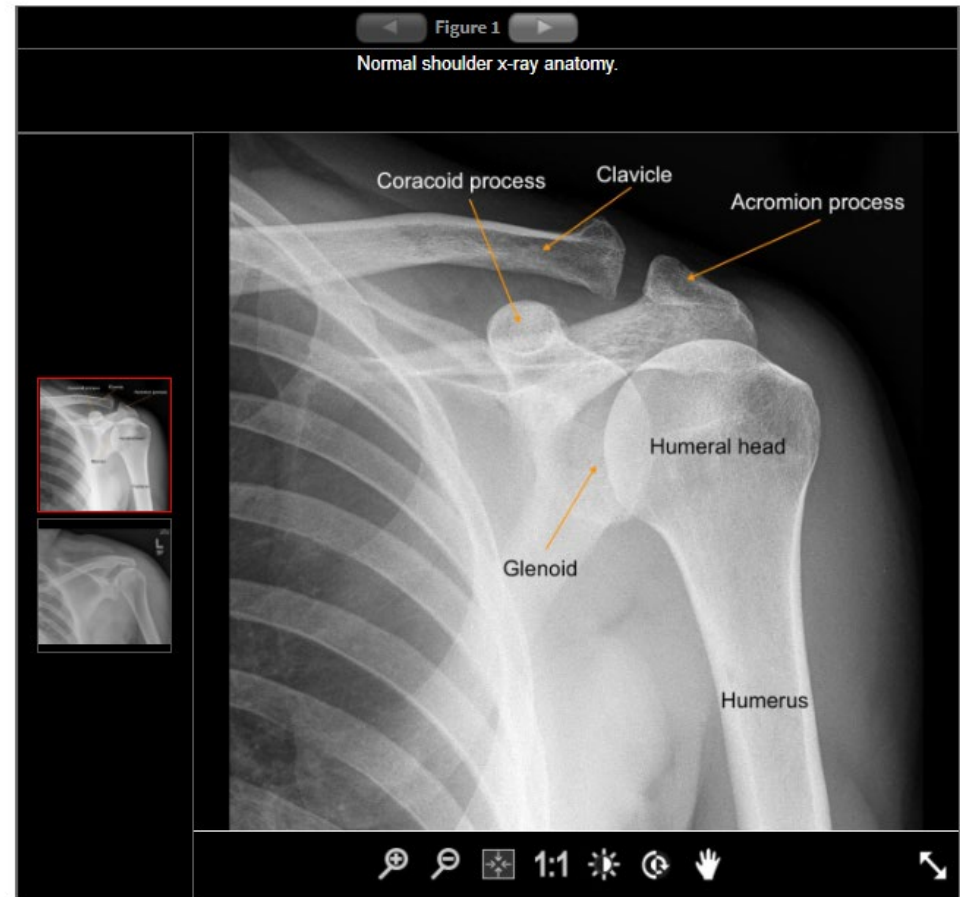
Example

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](#)

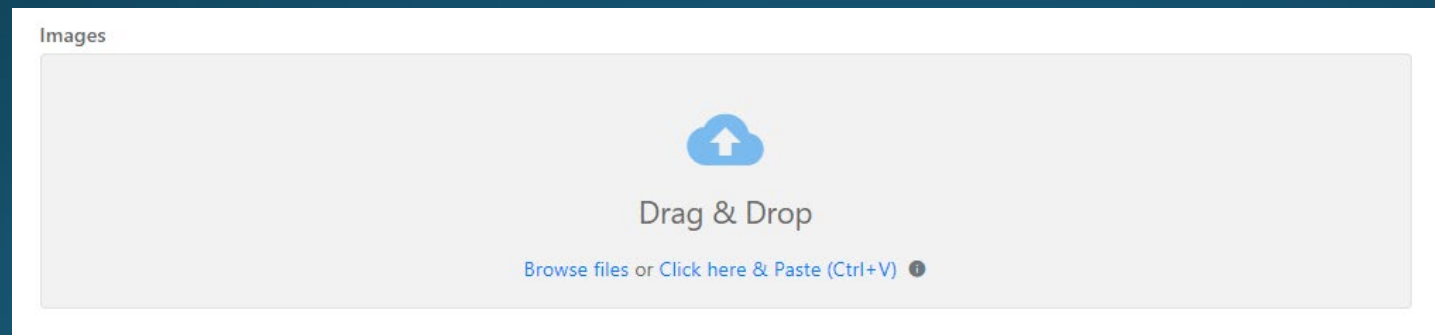
ACR Case in Point (CiP) provides access to the [Case in Point](#) archives to medical students. For the most recent cases with the newest topics, ACR provides free medical student membership. More information can be found at [Medical Student Membership](#)

Additional Resource: [22 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)

KeyWords

Author 1: 

First Name:*

Last Name:*

Degree:*

Resident Year:

Title:*

Department:

Specialty:

E-mail:*


Institution:*

City:




Zip Code:

State:

Institution Logo: browse"/>



KeyWords

Author 1: 
First Name:* Last Name:*
Degree:* Resident Year:
Title:* Department:
Specialty: E-mail:*
Institution:* City:
Zip Code: State:
Institution Logo:
browse"/>
 

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

Reference*

COPYRIGHT LICENSE AGREEMENT
 I agree to the copyright license terms outlined [here](#).*

Radiology TEACHES

← Cases

Cancel Clear Save

Educational Case

Case Info

Case Name*

Diagnosis*

Age*

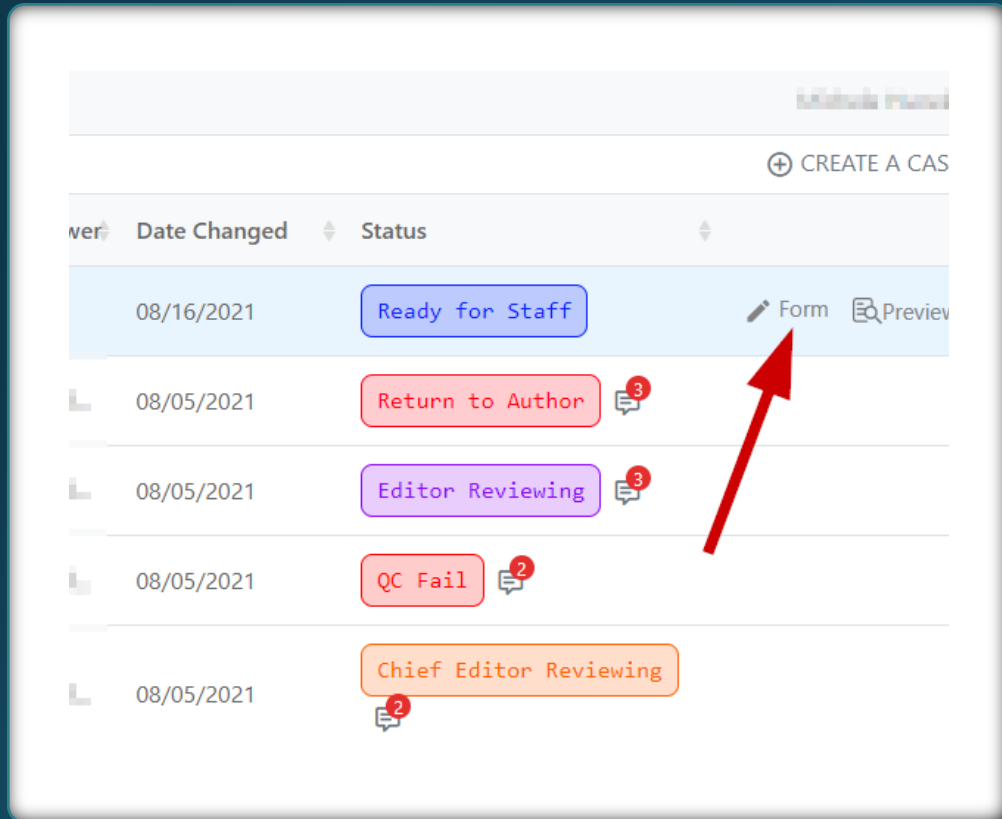
Gender*

Race

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



The screenshot shows a 'Case List Dashboard' with a table of cases. At the top right, there is a '+ CREATE A CAS' button. The table has columns for 'Date Changed' and 'Status'. The first row is highlighted in light blue and has a 'Form' button with a pencil icon. A red arrow points to this button. The other rows have buttons for 'Return to Author', 'Editor Reviewing', 'QC Fail', and 'Chief Editor Reviewing', each with a speech bubble icon and a red notification badge.

Owner	Date Changed	Status	Form	Preview
	08/16/2021	Ready for Staff	Form	Preview
	08/05/2021	Return to Author		
	08/05/2021	Editor Reviewing		
	08/05/2021	QC Fail		
	08/05/2021	Chief Editor Reviewing		

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

Radiology TEACHES

Michele Huneke

← Cases

Preview Edit Submit

Educational Case

Case Details:

Status: Draft

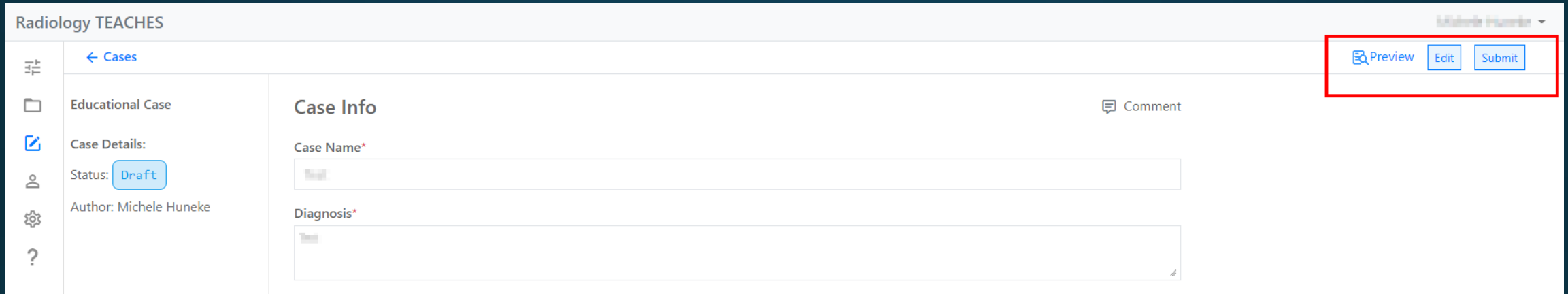
Author: Michele Huneke

Case Info

Comment

Case Name*

Diagnosis*



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

Radiology TEACHES Add new number ▾

Cases + CREATE A CASE ▾

Search	Case ID	Case Name	Author	Reviewer	Date Changed	Status
Status ▾	60561	Test	John Doe	John Doe	08/16/2021	Ready for Staff
Subspecialty ▾	59540	Test Case 1	John Doe	John Doe	08/05/2021	Return to Author ³
Pathology/Pathophysiology ▾	59535	Test Case 2	John Doe	John Doe	08/05/2021	Editor Reviewing ³

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

The background is a dark blue-tinted image of a document. A pen is visible in the upper right corner, and there are faint, handwritten numbers scattered across the page, including '20', '25', and '2,47'.

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

Return to Author



2

Open the Case
Form (top right)

 Form  Preview

3

Open in Edit mode
(top right)

 Preview

Edit

4

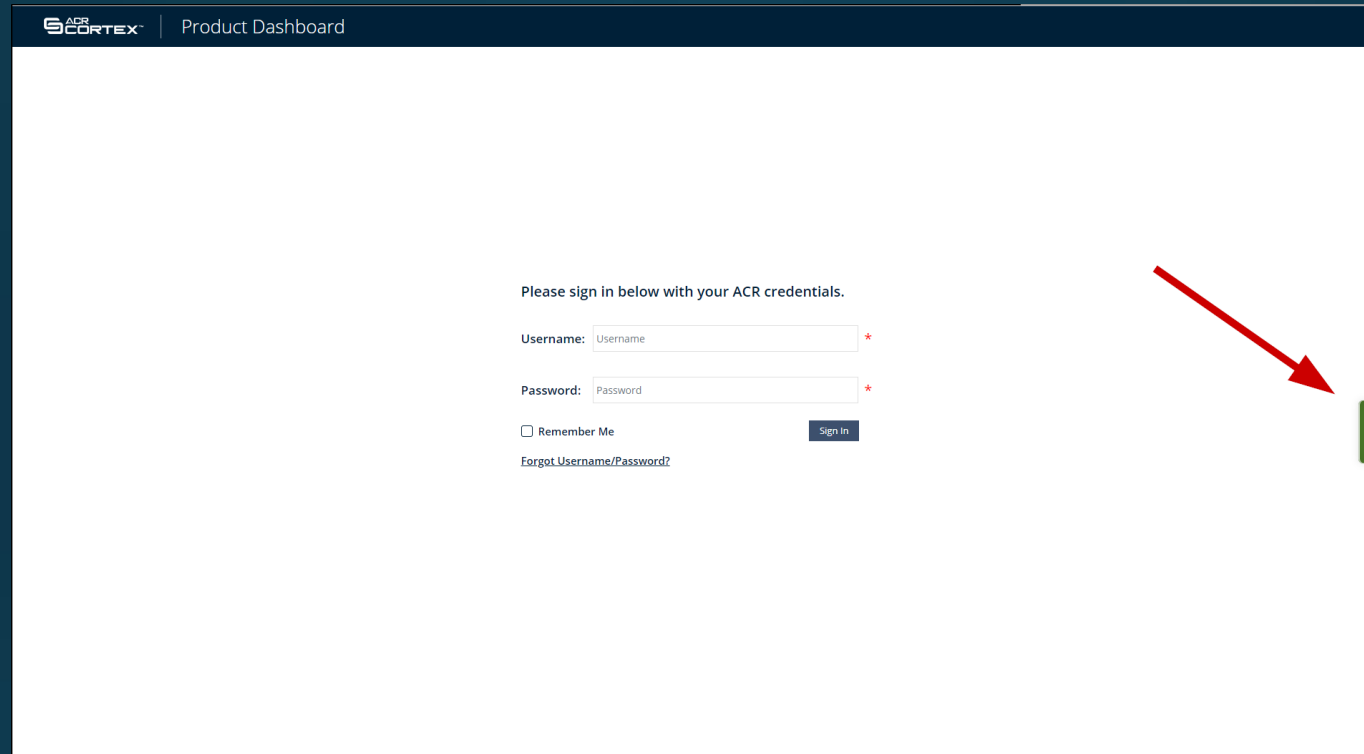
Complete the edits
and then click
Submit for Review

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