## Reviewer Step by Step Guide

Please keep this guide to use as a reference while your complete the RedCap peer reviews.

## You do not have to complete all 10 reviews at once, but we recommend completing each case review in a single session.

1. The Reviewer Enrollment form will be the first step in the process and only needs to be completed one time. This Reviewer Enrollment form will come from the email rflecke@med.umich.edu. Click on the Reviewer Enrollment link in the email. A window will open up. Confirm that the email is correct, confirm that you are enrolled as a participant, and click on Submit.	Fri 1/22/2021 4:36 PM         Indext Content in the process and only needs to the process and process and only needs to the process and proces and proces and process and process and proces and pr
<ol> <li>After clicking Submit, you will see the Survey Queue screen. You will also receive 10 individual emails with links to access each case review form.</li> </ol>	Listed below is your survey queue, which lists any other surveys that To begin the next survey, click the 'Begin survey' button next to the ti Status
<b>3.</b> Click Begin Survey to launch the review.	Begin survey     Peer Review Form Case 1
4. The Peer Review Form window will display. Click on the link to review the documents for that case.	Please evaluate this procedure on appropriateness using t double-blind. The patient and operator will be de-identifie institution. You will not be identified as the reviewer. Howe unedited, to the institution where the procedure was perfo the link below. From there, you may preview the materials computer.
	Click Here to Review Case Materials
	Please confirm that the case materials were available and * must provide value
	○ Yes ○ No

<ol> <li>Once you are in the case file screen, click the link to open the PDF. You can also download the file to your computer. Review the case documents.</li> </ol>	
<ol> <li>After reviewing the case documents, confirm that you could open and view the case documents and follow the instructions below to take the survey.</li> </ol>	Please confirm that the case materials were available and able to be viewed: * must provide value Yes No
<ol> <li>When you have finished the survey, select the Submit button. Once submitted, you cannot change your responses.</li> </ol>	10 Please provide any additional recommendations for the physician According SVS guidelines Submit
8. You can either review the next case in the queue or end the survey by clicking on the Close Survey button.	Close survey Thank you for completing Case #1. Please review Case #2.
<ol> <li>If you did not finish reviewing all 10 cases, we will send a reminder email to you. This email will contain a link that will take you back to your survey queue.</li> </ol>	Please take this survey. You may open the survey in your web browser by clicking the link below: Peer Review Form Case 1