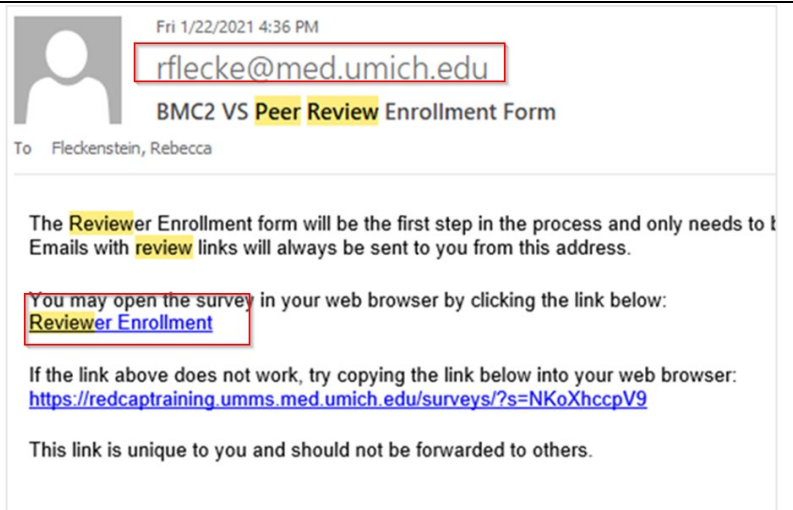


Reviewer Step by Step Guide

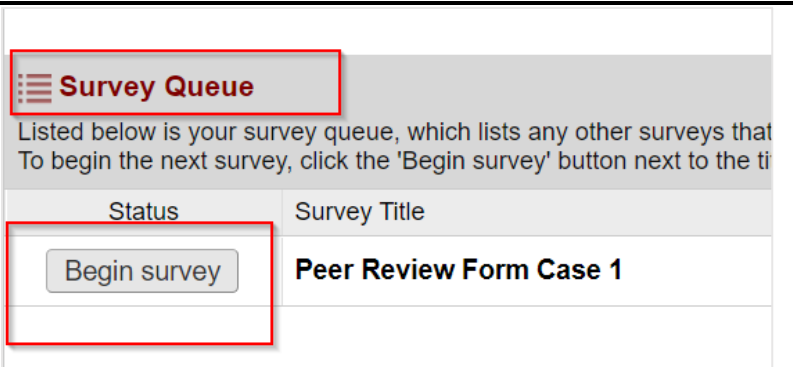
Please keep this guide to use as a reference while you complete the RedCap peer reviews.

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.

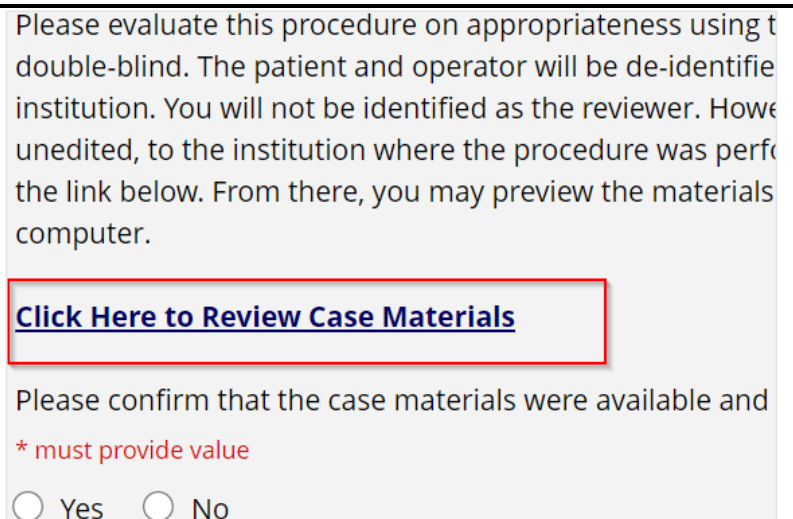


2. After clicking Submit, you will see the Survey Queue screen. You will also receive 10 individual emails with links to access each case review form.



3. Click Begin Survey to launch the review.

4. The Peer Review Form window will display. Click on the link to review the documents for that case.



Reviewer Step by Step Guide

5. 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.

6. After reviewing the case documents, confirm that you could open and view the case documents and follow the instructions below to take the survey.

Please confirm that the case materials were available and able to be viewed:

* must provide value

Yes No

7. When you have finished the survey, select the Submit button. Once submitted, you cannot change your responses.

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.

9. 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.

Please take this survey.

You may open the survey in your web browser by clicking the link below:

[Peer Review Form Case 1](#)