



## BMC2 VS 2026 Peer Review Coordinator Upload Guidelines

### Case Lists

The BMC2 Coordinating Center will post case lists to Nextcloud (like reports). This list will contain the Hospital ID, Record ID, Gender, DOB, Procedure Type, admission date, procedure date, and DC date. Coordinators will be required to upload the redacted documentation for a maximum of six cases.

To retrieve your case list:

- Locate the email sent to you by "BMC2 Distribution". The email's subject line is BMC2 VSURG Peer Review - Site (your hospital ID).
- Click on the link in the email. This link will take you to Nextcloud.
- Open the reports folder.
- Scroll down to the vsurg\_peer\_review folder and open it.
- Open the 2026 folder.
- Download the Excel spreadsheet.
- Review the list of cases.

If you have questions or need assistance, please contact Rebecca at the Coordinating Center at (734) 328-4267.

### 2026 Dates to Remember

Case lists posted by 3/18/2026.

Case documentation upload deadline 4/20/2026.

Cross-site physician review 5/15/2026 - 5/29/2026.

### Required Documentation

Each assigned case should include the documentation listed below. Your documents should be in the order of the documents in the list below. Combine the documents into **one pdf file\***. Name each file using **VS\_[the Record ID].pdf**. For example, if the record ID# is 1234567. You will name the file VS\_1234567.

Each pdf file will contain the documentation for the index procedure (the procedure on your case list) and subsequent procedure(s) related to the infection up to 5 months after the date of discharge:

#### Pre-operative Documentation

- Pre-operative History & Physical (H&P).

#### Operative and Anesthesia Documentation

- Operative report
- Anesthesia record
- Documentation of BMI at time of procedure **if the BMI is not included in the anesthesia record.**

#### Clinical Progress Notes

- Vascular Surgery progress notes
- Wound care nurse notes

#### Discharge Documentation

- Discharge Summary

#### Labs

- Wound, blood, and urine cultures
- C-reactive protein (CRP)
- Pre-procedure A1c (within 4 months before the procedure)

#### Medication Documentation



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- Medication list if the medication list is not included in the H&P, ED notes, clinic notes, or discharge summary.

### Emergency Department Documentation

- Any Emergency Department notes related to the infection, up to 5 months after discharge of the index procedure if the patient was not readmitted.

### Follow-up Documentation

- All follow-up clinic notes, up to 5 months after discharge of the index procedure.

***\*The pdf should be as concise as possible and include the date of service.***

### File Redaction

The process for obtaining and redacting files will vary by site, depending on the protocols and procedures in place. If you are unfamiliar with your site's protocols, BMC2 recommends contacting your Health Information Management (HIM) or Medical Records department for assistance. If you have questions regarding the redaction of a piece of information, contact the [Coordinating Center](#) for clarification. **Please read the redaction guidelines carefully. Failure to follow these guidelines could result in a deduction of P4P points.**

### Information to redact

- PHI: Patient Name, MRN, SSN, address, full-face photograph, etc.
- Geographic areas smaller than a state (city, township, street name, etc.)
- Encounter number, FIN number, insurance plan.
- References to the hospital or location of the procedure (hospital name, address, zip code, site logo)
- Operator information or referring physician.
- All employee names.
- All phone numbers and fax numbers
- Any information that could allow a reviewer to identify the patient, the hospital, or the physician

**Do not** redact the patient's DOB unless the patient is older than eighty-nine. **Do not** redact the date of service listed on the document.

### Methods for redacting information

#### HIM/Medical Records Departments

The HIM/Med Records Departments at some sites will gather and redact the required information; however, **the coordinator is responsible for communicating the information to redact to the HIM/Med Records Department.**

- **Coordinators are responsible for verifying that all necessary fields have been removed.**
- Coordinators are still required to upload documents following the guidelines given by BMC2.

#### Adobe Acrobat Pro

**Adobe Acrobat Pro** has an easy-to-use redaction feature for redacting pdf information. This method is best to ensure that the reviewer cannot see the redacted information.

#### Using Adobe Acrobat Pro for Redaction:

- Sign in to your EMR.
- Epic users go to [page 4](#) for instructions on remotely redacting a pdf.
  - This method may or may not be available for you based on the version of Epic at your hospital.

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- Cerner users go to [page 8](#) for instructions on remotely redacting a pdf.

### Manual Redaction

- **Whiteout tape/rollers** (Next best method if Adobe Acrobat Pro is not accessible).
- **Black marker** (Sharpie, Magnum, Flipchart, etc.) **You must copy the documents after redacting the information with a black marker before scanning the documents so that information will not show through the marker.** The coordinating center will return the documents to the coordinator for correction, and P4P points will be deducted if the information shows through the black marker.

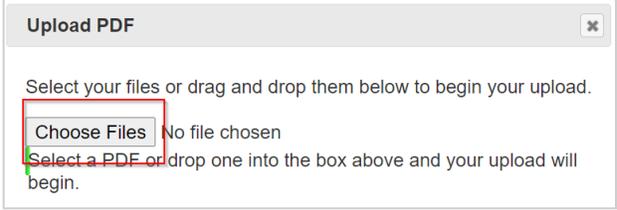
Whatever method you use for redaction, **please have a co-worker double-check your redaction before uploading your file.**

### Uploading Case Files

After you have gathered and redacted the necessary case documentation and converted the documents to a pdf, the next step is to upload the files to the [BMC2 Peer Review Uploader](#) website. Uploading all documentation to the BMC2 Peer Review Uploader website is required. Notify [Rebecca Fleckenstein](#) at the BMC2 Coordinating Center via email when all files are uploaded.

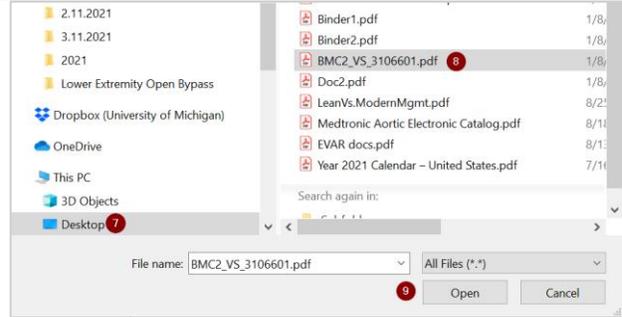
The coordinating center staff will review the documents for completeness after they are submitted. Coordinators will be notified via email when their cases have been reviewed and the next steps they should take.

### Uploading Case Files to the BMC2 Peer Review Uploader Website

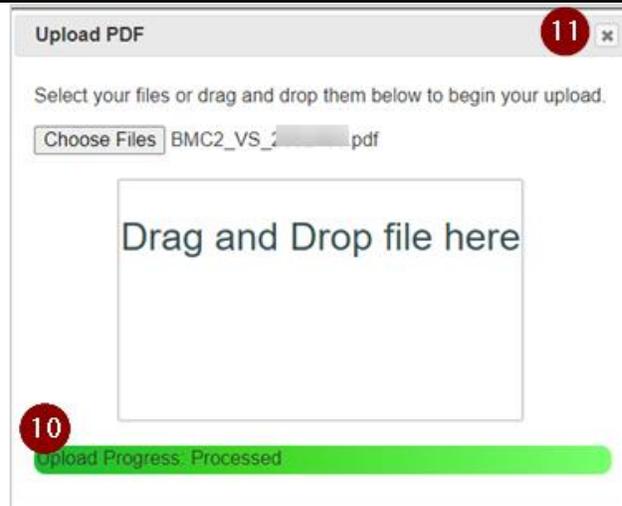
<ol style="list-style-type: none"> <li>1. Go to the <a href="#">BMC2 Peer Review Uploader</a> website using Chrome, Firefox, or Microsoft Edge. Do not use Internet Explorer. You will not be able to upload files using Internet Explorer.</li> <li>2. Enter your site number in the <b>Identifier</b> field.</li> <li>3. Select <b>See Case Lists</b>.</li> </ol>	 <p>The screenshot shows the BMC2 Peer Review Uploader website. At the top, there are logos for Blue Cross Blue Shield Blue Care Network of Michigan and BMC2. Below the logos, the text reads "Peer Review Uploader" with a red circle around the number 1. Underneath, it says "Welcome to the BMC2 Peer Review Dicom Import tool." There is an "Identifier" field with the number "99" entered, and a red circle around the number 2 next to it. To the right of the field is a button labeled "See Case Lists" with a red circle around the number 3 next to it.</p>																
<ol style="list-style-type: none"> <li>4. A list of <b>Record ID#s</b> will display. Locate the <b>Record ID#</b> under the <b>Case</b> column.</li> <li>5. Click on the pdf icon that corresponds to the <b>Record ID</b>. The pdf icon is on the right side of the screen.</li> </ol>	 <table border="1"> <thead> <tr> <th>Case</th> <th>Status</th> <th>Dicoms</th> <th>PDF</th> </tr> </thead> <tbody> <tr> <td>3106601</td> <td>Collecting</td> <td></td> <td></td> </tr> <tr> <td>3467507</td> <td>Collecting</td> <td></td> <td></td> </tr> <tr> <td>2252203</td> <td>Collecting</td> <td></td> <td></td> </tr> </tbody> </table> <p>The screenshot shows a table with four columns: Case, Status, Dicoms, and PDF. The first row has Case ID 3106601, Status Collecting, a Dicoms icon, and a PDF icon. The second row has Case ID 3467507, Status Collecting, a Dicoms icon, and a PDF icon. The third row has Case ID 2252203, Status Collecting, a Dicoms icon, and a PDF icon. A red circle around the number 4 is next to the first Case ID.</p>	Case	Status	Dicoms	PDF	3106601	Collecting			3467507	Collecting			2252203	Collecting		
Case	Status	Dicoms	PDF														
3106601	Collecting																
3467507	Collecting																
2252203	Collecting																
<ol style="list-style-type: none"> <li>6. The <b>Upload PDF</b> screen will display. Click on the <b>Choose Files</b> button.</li> </ol>	 <p>The screenshot shows the "Upload PDF" screen. It has a title bar "Upload PDF" and a close button. Below the title bar, it says "Select your files or drag and drop them below to begin your upload." There is a "Choose Files" button with a red box around it and a red circle around the number 6 next to it. Below the button, it says "No file chosen" and "Select a PDF or drop one into the box above and your upload will begin."</p>																

## BMC2 VS 2026 Peer Review Coordinator Upload Guidelines

7. Locate where your file is on your computer.
8. Click on the **file**.
9. Select the **Open** button.



10. You will see the **Upload PDF** box again. You know that your file is being uploaded when you see the green bar and the word "Processed."
11. Click on the X on the top right corner of the screen.



12. Click on the reload icon  to refresh the page.

13. The pdf icon is now black instead of grey. Click on that icon to the left of the pdf tray icon to review the file you uploaded.



14. You can now upload another file if applicable.

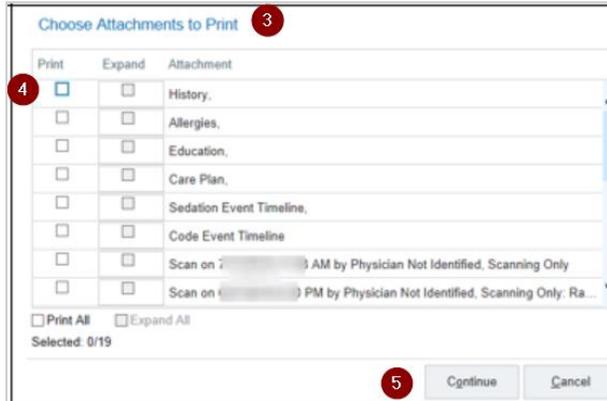
### How to remotely redact a pdf for Epic users

1. Select the **patient** in Epic. Go to **Chart Review**.
2. Click on the **Encounters** or **Notes** tab and double-click the **Admission (Discharge)** encounter. Click on the **printer icon** located at the top left side of the note.

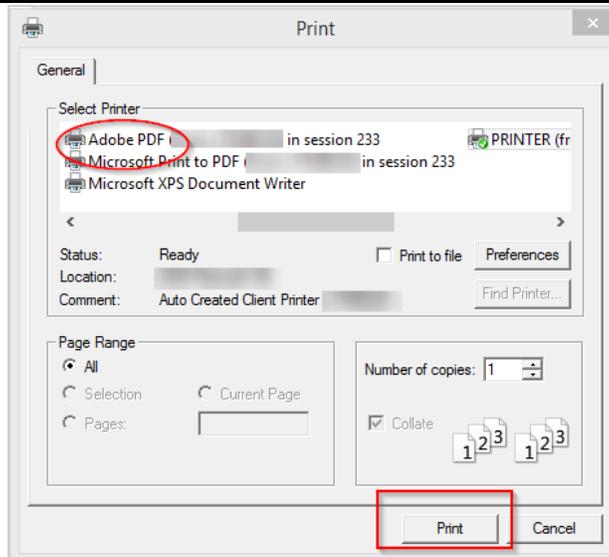


## BMC2 VS 2026 Peer Review Coordinator Upload Guidelines

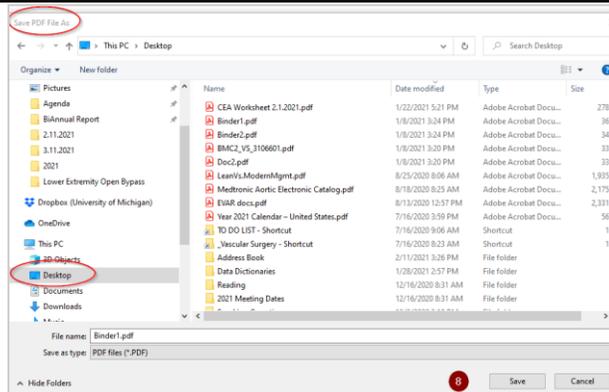
3. The **Choose Attachments to Print** box will display.
4. Click on the **box** under the **Print** column for each document you want in your pdf.
5. Select **Continue**.



6. The **Print** box will display. Select **Adobe PDF**.
7. Select **Print**.



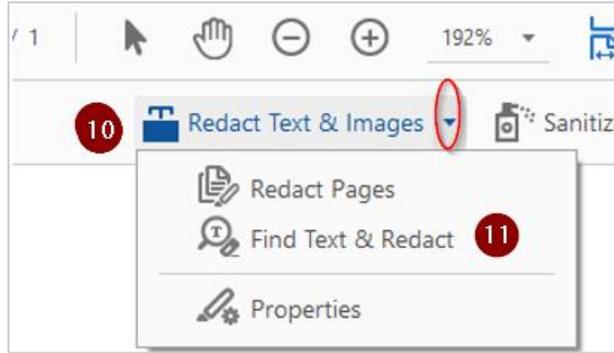
8. The **Save PDF File As** box will display. Save the pdf to your computer. You do not need to rename the file at this time.



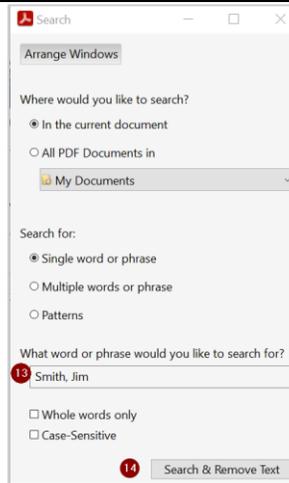
9. Open the pdf on your computer if it does not open. Select **Tools** on the top left of the page. Scroll down and choose the **Redact** icon.



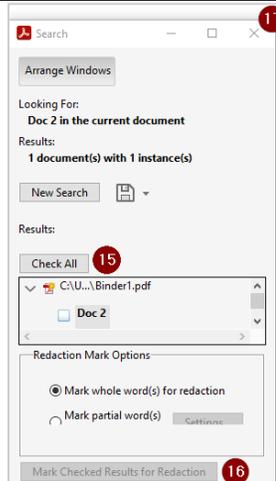
- 10. You will see the document again. Click on the **arrow** next to **Redact Text & Images** at the top center of the page.
- 11. Select **Find Text & Redact**.
- 12. Select **OK**.



- 13. A box will display. Type in the word or phrase you want to redact in the **What word or phrase would you like to search for?** field. For example, type in Smith, Jim.
- 14. Click on the **Search and Remove Text** button.



- 15. Select **Check All**.
  - 16. Select **Mark Select Results for Redaction**.
- Repeat **Steps 11 – 16** until all required data are redacted.
- 17. When you have redacted all required data, close the window.

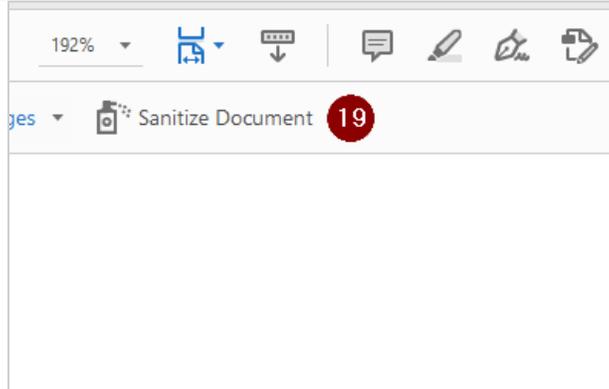


- 18. Scroll through the document to make sure that all data are redacted. If you find an item that needs to be redacted, click on the **Redact** icon on the page's right-hand side. Highlight the data you want to redact. A black box will appear over the data that you highlighted.

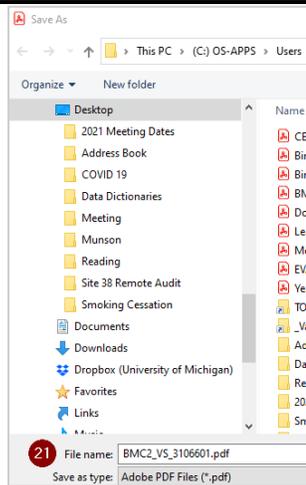
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19. Click **Sanitize Document** at the top center of the page.

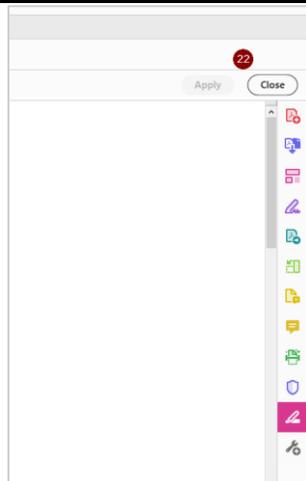
20. Click **OK**.



21. The **Save PDF File As** box will display. Type **VS\_[the Record ID]** in the **File name** field. Save the pdf to your computer.



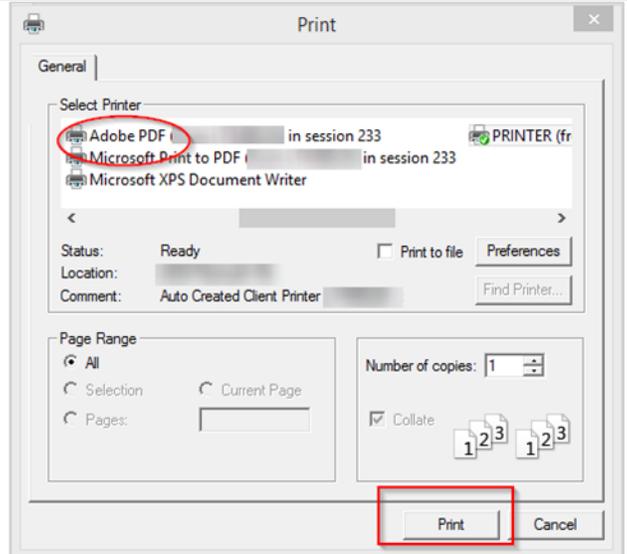
22. You will see the open pdf. Click the **Close** button on the top right side of the pdf. Close the pdf.



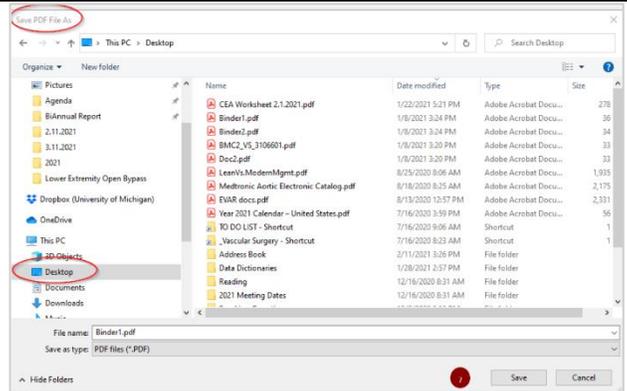
## How to remotely redact a pdf for Cerner users

1. Select the patient in Cerner.
2. Open the document you want to save as a pdf.
3. Right-click on the document. Select **Print**.

4. The **Print box** will display. Select **Adobe PDF**.
5. Select **Print**.
6. Click on **Continue**.

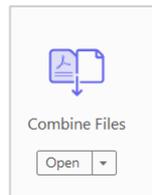


7. The **Save PDF File As** box will display. Save the pdf to your computer. Rename your file so that you know what type of document it is. For example, rename your file H&P.



8. Repeat **steps 2 – 7** until you save all required documents on your computer.
9. Open one of the pdfs that you saved to your computer.

10. Select **Tools** on the top left of the page. Scroll down and choose the **Combine Files** icon.



**11. Select Add Files.**

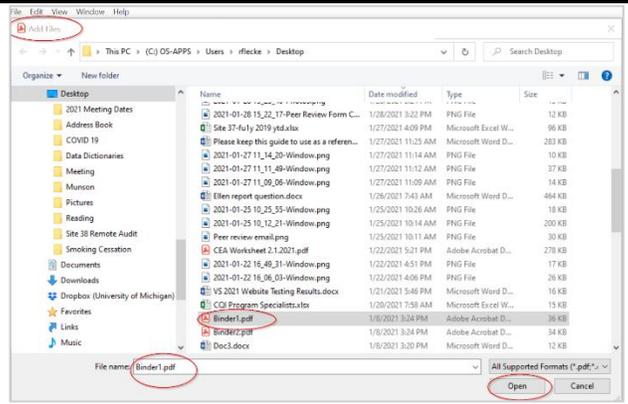


Add files by clicking the button below or drag and drop them here.  
You can also add the current open files from below.

**Add Files**

**Add Open Files**

**12. The Add Files box will display. Find the pdf you just opened on your computer. Click on the file once. You will see the name of the file in the File Name box. Select Open.**



Name	Date modified	Type	Size
2021-01-28 15_22_37-Peer Review Form C...	1/28/2021 3:22 PM	PNG File	12 KB
Site 37-July 2019 ytd.xlsx	1/27/2021 4:09 PM	Microsoft Excel W...	96 KB
Please keep this guide to use as a referen...	1/27/2021 11:25 AM	Microsoft Word D...	283 KB
2021-01-27 11_14_20-Window.png	1/27/2021 11:14 AM	PNG File	10 KB
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2021-01-27 11_06_06-Window.png	1/27/2021 11:09 AM	PNG File	14 KB
Elen report question.docx	1/26/2021 7:43 AM	Microsoft Word D...	464 KB
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2021-01-22 16_49_31-Window.png	1/22/2021 4:51 PM	PNG File	17 KB
2021-01-22 16_36_03-Window.png	1/22/2021 4:06 PM	PNG File	26 KB
VS 2021 Website Testing Results.docx	1/21/2021 5:46 PM	Microsoft Word D...	16 KB
COJ Program Specialists.xlsx	1/20/2021 7:58 AM	Microsoft Excel W...	15 KB
Binder1.pdf	1/8/2021 3:24 PM	Adobe Acrobat D...	38 KB
Binder2.pdf	1/8/2021 3:24 PM	Adobe Acrobat D...	34 KB
Doc3.docx	1/8/2021 3:20 PM	Microsoft Word D...	12 KB

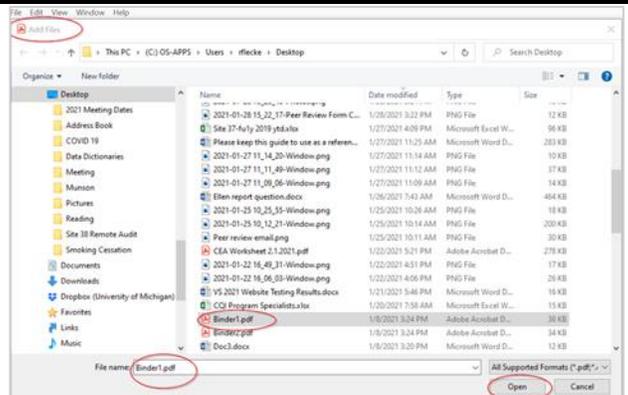
**13. Select Add Files at the top of the page.**

**14. Select + Add Files.**



**15. The Add Files box will display again. Find another pdf that you saved on your computer.**

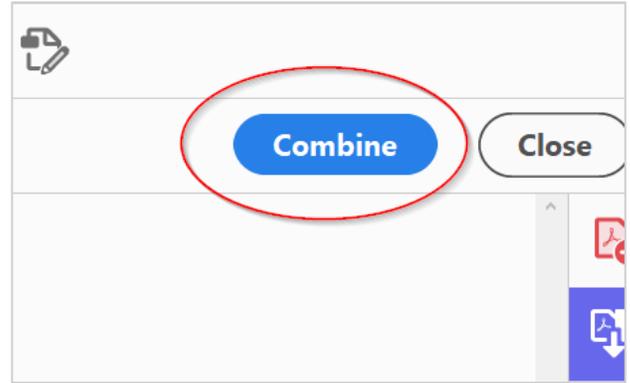
**16. Select Open.**



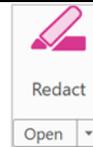
Name	Date modified	Type	Size
2021-01-28 15_22_37-Peer Review Form C...	1/28/2021 3:22 PM	PNG File	12 KB
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2021-01-25 10_25_55-Window.png	1/25/2021 10:26 AM	PNG File	18 KB
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Peer review email.png	1/25/2021 10:11 AM	PNG File	30 KB
CEA Worksheet 2.1.2021.pdf	1/22/2021 5:21 PM	Adobe Acrobat D...	278 KB
2021-01-22 16_49_31-Window.png	1/22/2021 4:51 PM	PNG File	17 KB
2021-01-22 16_36_03-Window.png	1/22/2021 4:06 PM	PNG File	26 KB
VS 2021 Website Testing Results.docx	1/21/2021 5:46 PM	Microsoft Word D...	16 KB
COJ Program Specialists.xlsx	1/20/2021 7:58 AM	Microsoft Excel W...	15 KB
Binder1.pdf	1/8/2021 3:24 PM	Adobe Acrobat D...	38 KB
Binder2.pdf	1/8/2021 3:24 PM	Adobe Acrobat D...	34 KB
Doc3.docx	1/8/2021 3:20 PM	Microsoft Word D...	12 KB

17. Repeat **Steps 13 – 16** until you have added all the documents you saved on your computer.

18. Select the **Combine** button at the top right side of the page. You have now combined all your separate pdfs into one pdf.



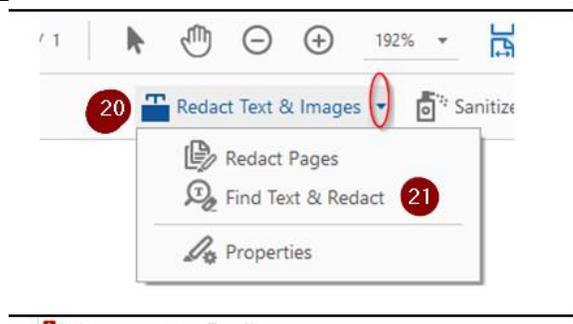
19. Select **Tools** on the top left of the page. Scroll down and choose the **Redact** icon.



20. You will see the document again. Click on the arrow next to **Redact Text & Images** at the top center of the page.

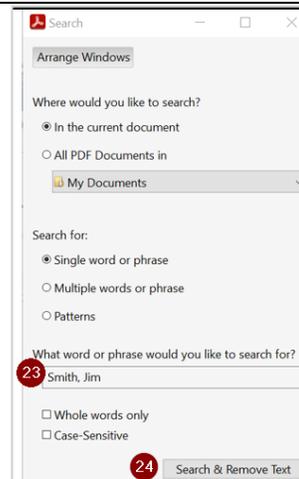
21. Select **Find Text & Redact**.

22. Select **OK**.



23. A box will display. Type in the word or phrase you want to redact in the **What word or phrase would you like to search for?** field. For example, type in Smith, Jim.

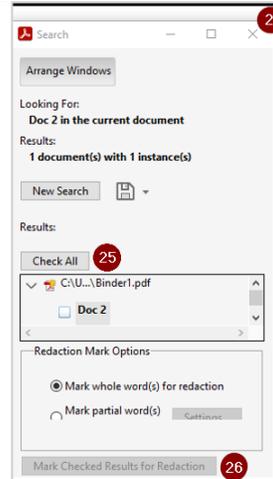
24. Click on the **Search & Remove Text** button.



- 25. Select **Check All**.
- 26. Select **Mark Checked Results for Redaction**.

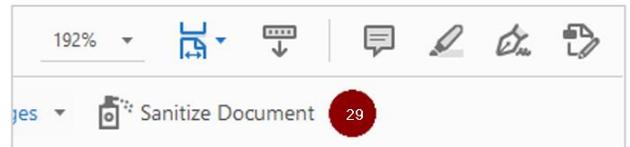
Repeat **Steps 21 - 26** until all required data are redacted.

- 27. When you have redacted all required data, close the window.

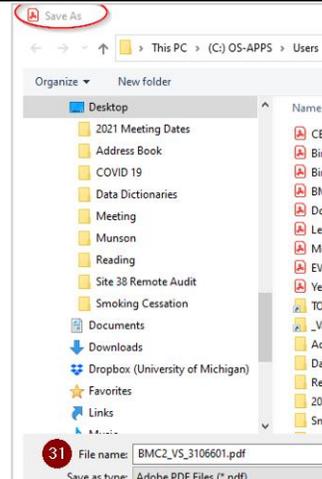


- 28. Scroll through the document to make sure that all data is redacted. If you find an item that needs to be redacted, click on the **Redact** icon on the page's right-hand side. Highlight the data you want to redact. A black box will appear over the data that you highlighted.

- 29. Click **Sanitize Document** at the top center of the page.
- 30. Click **OK**.



- 31. The **Save As** box will display. Type **VS\_[the Record ID]** in the **File** name field. Save the pdf to your computer.



32. You will see the open pdf. Click the **Close** button on the top right side of the pdf. Close the pdf.

