



**The
Joint Pathology
Center**

**Anatomic Pathology Quality Review (APQR)
User Guide**

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APQR Overview

The Joint Pathology Center (JPC) Anatomic Pathology Quality Review (APQR) program will replace the Systematic External Review of Surgical (SERS) cases. APQR is a review only program for quality assurance purposes for submitting Veterans Affairs facilities and the Veterans Health Administration (VHA) Central Office. This program reviews items such as slide quality, current terminology and specific diagnosis.

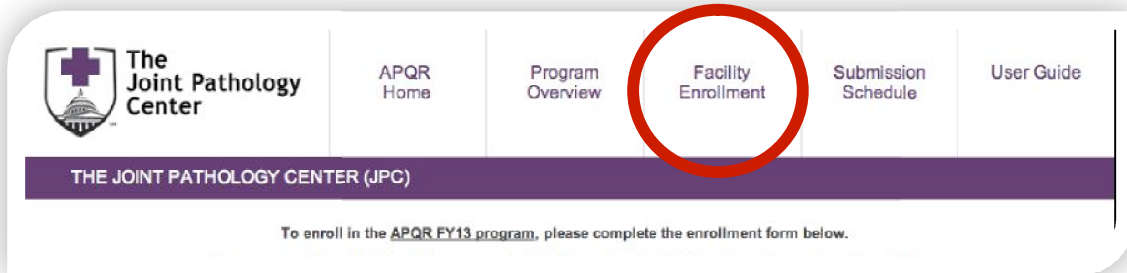
Surgical pathology cases viewed by multiple pathologists have a lower probability of missed diagnoses. The goal of the APQR program is to provide review for those cases seen by a sole pathologist. Evaluation of typical cases offers a portrait of the quality of diagnostic services throughout the VA and provides useful data for planning future continuing educational materials.

In order to participate in the APQR program, each VA facility must register one time during the open enrollment period.

Facility Enrollment

The APQR Facility Enrollment Wizard consists of Five (5) Steps: Facility Identification, Program Participation Survey, Facility Contact Information, Report Recipients Details and an Agreement to Terms.

To launch the APQR Facility Enrollment Wizard, select the **Facility Enrollment** link, located on the main navigational menu.



Step 1: Facility Identification

1. To begin APQR enrollment, enter your facility's Veterans Integrated Service Network (VISN) ID and Station Code and press the **Next >** button.
2. The system will verify the data entered in each field.

The screenshot shows a web form titled "Facility Enrollment" with a progress bar at the top indicating five steps: Step 1 (Facility Identification), Step 2 (Program Survey), Step 3 (Facility - Laboratory Director), Step 4 (Report Recipient(s)), and Step 5 (Agree To Terms). Step 1 is currently active. The form contains two input fields: "VETERANS INTEGRATED SERVICE NETWORK (VISN) ID: *" and "STATION CODE/FACILITY NUMBER: *", both marked with a red asterisk to indicate they are required. A blue "Next >" button is located below the input fields. A red note at the bottom of the form states: "Please Note: Fields marked with a red asterisk (*) are required to be able to complete registration."

Screen Tips:

- ✓ If you exceed the maximum number of attempts using an incorrect VISN ID and Station code, the system will lock you out of the application. If this happens, you will need to contact the **APQR Program Manager** to unlock your account.
- ✓ Fields marked with a red (*) Asterisk denoted required fields.
- ✓ An error message will be displayed if: The VISN ID or Station Code is not valid.

Please Note: If at any time you wish to go forward or back in the enrollment form, please use the **Previous** and **Next** buttons rather than your browser's navigation buttons.

Step 2: Program Survey

Every facility that participates in the APQR program must complete an APQR survey for enrollment.

1. For each question, select the best choice.
2. When complete, click the **Next** button.

The screenshot shows a web interface for 'Facility Enrollment'. At the top, there are five steps: Step 1 (Facility Identification), Step 2 (Program Survey), Step 3 (Facility - Laboratory Director), Step 4 (Report Recipient(s)), and Step 5 (Agree To Terms). Step 2 is currently active. The main heading is 'Program Survey'. There are five required questions, each marked with a red asterisk (*):

- * Number of Full-Time Employee (FTE) pathologists assigned. (Please Select One)
- * Annual surgical case load. (Please Select One)
- * Number of special stains performed (Per Year). (Please Select One)
- * Number of Immunohistochemistry procedures performed (Per Year). (Please Select One)
- * Number of Hematoxylin and Eosin (H&E) procedures performed (Per Year). (Please Select One)

At the bottom of the form are two buttons: '< Back' and 'Next >'. Below the form, a red note states: 'Please Note: Fields marked with a red asterisk (*) are required to be able to complete registration.'

Screen Tips:

- ✓ A selection for every question is required.

Step 3: Facility Laboratory Director

1. Enter information for your facility's laboratory director (required), primary contact (required) and alternate contact (optional).
2. When complete, click the **Next** button.

APQR Enrollment

Step 1 Facility Identification Step 2 Program Survey **Step 3 Facility - Laboratory Director** Step 4 Report Recipient(s) Step 5 Agree To Terms

Facility - Laboratory Director

* First Name:

MI:

* Last Name:

* Work Phone:

Extension:

Work Fax:

* Email Address:

Facility - Primary Contact

This should be your facility's primary Point of Contact (POC) questions regarding APQR enrollment, participation or any submitted materials.

Is the Laboratory Director

Screen Tips:

- ✓ If the Facility Laboratory Director and Primary Contact is the same person, select the checkbox beside the **Is the Laboratory Director** field to copy the fields from the Laboratory Director to the Primary Contact.
- ✓ If there are discrepancies with the case submission, the Primary Contact will be notified first, following by the Alternate Contact and Laboratory Director.
- ✓ First name, Last Name, Work Phone and Email Address are required fields.
- ✓ The Phone number must be in the NNN-NNN-NNNN format.
- ✓ The Email Address must be a va.gov address.

Step 4: Report Recipients

1. Enter the email of the individual(s) who will receive a copy of the APQR facility report.
2. When complete, click the **Next** button.

The screenshot shows a web form titled "Facility Enrollment" with a progress bar at the top. The progress bar has five steps: Step 1 (Facility Identification), Step 2 (Program Survey), Step 3 (Facility - Laboratory Director), Step 4 (Report Recipient(s)), and Step 5 (Agree To Terms). Step 4 is currently active and highlighted in blue. Below the progress bar, the section is titled "Report Recipient(s)" in red. A note states: "Individuals you wish to receive the JPC Quality Review reports. The email addresses must be a va.gov address." There are three input fields for "Recipient Email:". The first field is marked with a red asterisk and contains the text "bones@va.gov". The second field also contains "bones@va.gov". The third field is empty. At the bottom of the form, there are two buttons: "< Back" and "Next >". Below the form, a red note reads: "Please Note: Fields marked with a red asterisk (*) are required to be able to complete registration."

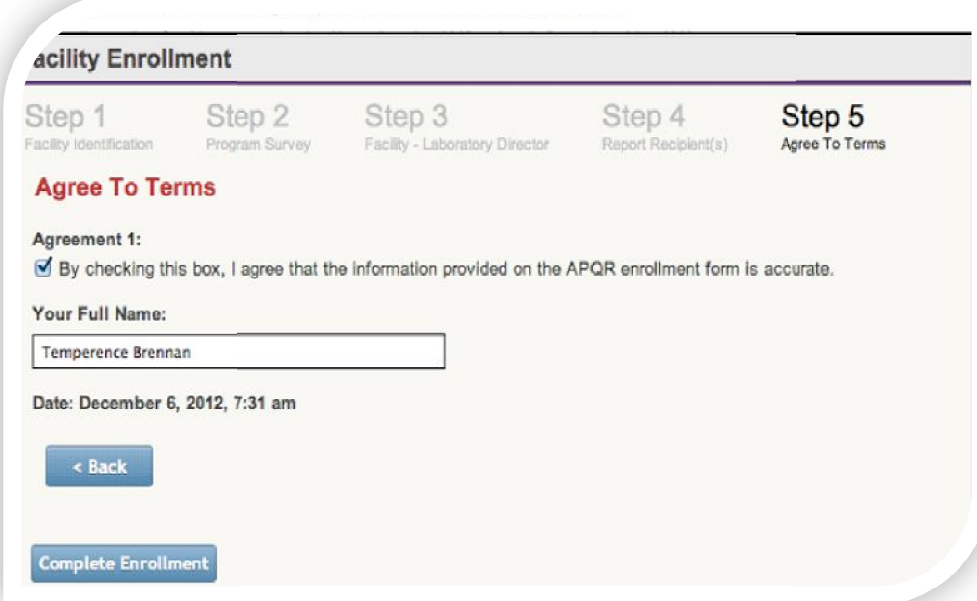
Screen Tips:

- ✓ By default, the Facility Laboratory Director, Facility Primary Point of Contact email addresses are used to pre-populate these fields.
- ✓ Only one email address is required and must be a va.gov address.
- ✓ The email addresses provided are not required to be those of the Laboratory Director and Program Manager.

Step 5: Agree to Terms

Once you have completed the enrollment form, you will need to Agree to the APQR terms.

1. To Agree to Terms, check the box under the heading **Agreement 1**.
2. By checking this box, you are agreeing that the enrollment information that you provided on the APQR enrollment form is accurate.
3. Enter **Your Full Name** in the box provided.
4. When complete, click the Complete Enrollment button.



The screenshot shows a web interface for 'Facility Enrollment'. At the top, there are five steps: Step 1 (Facility Identification), Step 2 (Program Survey), Step 3 (Facility - Laboratory Director), Step 4 (Report Recipient(s)), and Step 5 (Agree To Terms). The current step, Step 5, is highlighted. Below the steps, the heading 'Agree To Terms' is displayed in red. Underneath, there is a section for 'Agreement 1:' with a checked checkbox and the text: 'By checking this box, I agree that the information provided on the APQR enrollment form is accurate.' Below this is a text input field for 'Your Full Name:' containing the text 'Temperence Brennan'. A date and time stamp 'Date: December 6, 2012, 7:31 am' is shown. At the bottom, there are two buttons: '< Back' and 'Complete Enrollment'.

Screen Tips:

- ✓ Use the **Back** button to navigate and review the information that you provided during Enrollment.

Congratulations! Your facility is now enrolled in the APQR program. A page displaying your facility enrollment information will present itself.

PLEASE NOTE: Make note of the Enrollment ID as you will need it for case submissions.

APQR Questions & Technical Support

Questions regarding the APQR Program participation should be directed to the:

National Director, Pathology and Laboratory Medicine Services, Diagnostic Services SHG VHA Central Office
810 Vermont Avenue, NW
Washington, DC 20420.

Questions regarding enrollment, submission of cases, non concurrence with diagnosis and the return of case materials should be directed to the JPC/APQR program manager at:

The Joint Pathology Center (JPC)
ATTN: APQR Program Manager
606 Stephen Sitter Ave, Silver Spring, MD 20910

Customer Service:

JPCHelp@amedd.army.mil
1-855-393-3904