## Summary Data Input to NQAIS Radiology

I.   Open www.healthatlasireland.ie and click on   Radiology

II.  A pop-up log in window will appear. Enter your ***Username*** (your email address) and ***Password*** and click 'Sign in'.
     If you don't know your password, please click the '***Forgot your password?'*** link.

III. Once you have logged in, the Dashboard for your hospital will be displayed and you will see the menu tab at the top.

IV.  To access Summary Records section, please select the appropriate tab from the main menu, as indicated below. When the page is fully loaded, you will be able to access additional tabs within the Summary Records section.
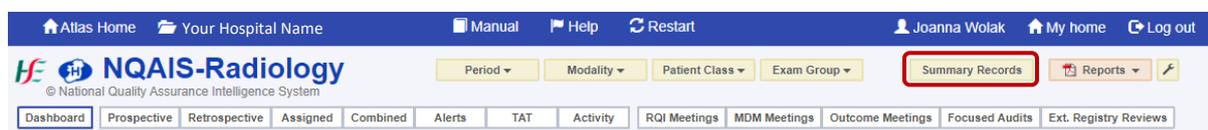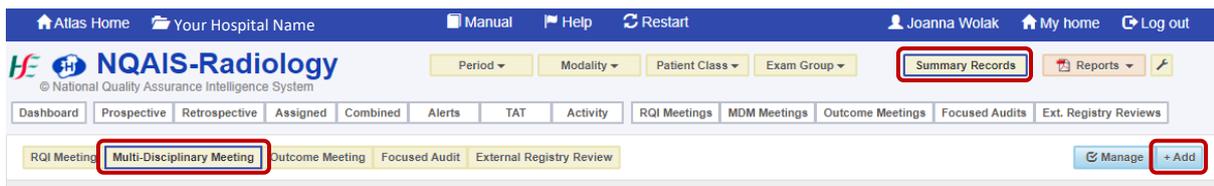


V.   RQI Meetings
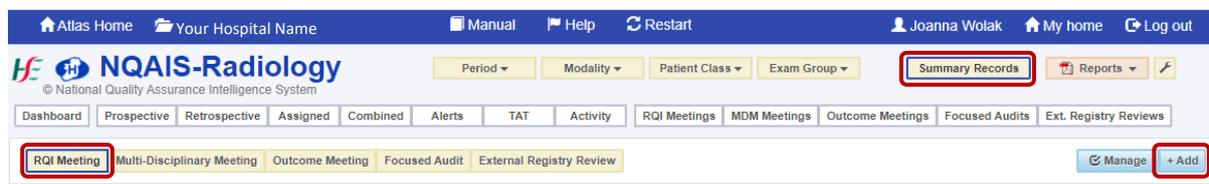


**1.** Select RQI Meeting tab

**2.** Click on +Add button.

**3.** This will open a pop-up window, when you can insert required data. If you have access to records of more than one hospital folder in NQAIS-Radiology, please make sure you select the correct hospital/ hospital group name from the list available to you.



**4.** Select the date of the meeting.

**5.** Input number of invited radiologists and the number of radiologists who attended the meeting.

**6.** Click Save, the pop-up window will close and your new entry will appear on top of your RQI meetings list.

**7.** If you make a mistake and want to amend your entry, click Manage and you will be able to make any adjustments required.

### VI.    Multi-Disciplinary Meetings



8. Select Multi-Disciplinary Meeting tab
9. Click on +Add button.
10. This will open a pop-up window, when you can insert required data. If you have access to records of more than one hospital folder in NQAIS-Radiology, please make sure you select the correct hospital/ hospital group name from the list available to you.



11. Select the date of the meeting.
12. Input number of invited radiologists and the number of radiologists who attended the meeting.
13. Click Save, the pop-up window will close and your new entry will appear on top of your RQI meetings list.
14. If you make a mistake and want to amend your entry, click Manage and you will be able to make any adjustments required.

If you need an assistance with summary data input, please contact joannawolak@rcpi.ie