

## Enforcement Refresher Training – iPACS

1. Ribbon Review
2. Creating a Violation
  - a. Show iPACS Generated Violation
    - i. Save – Run Compliance Check
  - b. Create Manual Violation
    - i. Facility ID
    - ii. Violation Information (Red-Starred Information)
    - iii. iPACS – Violation Summary Guidance
    - iv. Continue – Summary – Finish
    - v. Search for violation to show new violation entered (Duplicates!)
3. Creating Enforcement
  - a. Facility ID
  - b. Enforcement Information (Red-Starred Information)
  - c. iPACS – Enforcement Summary Guidance
  - d. Attach Supporting Documents, if applicable (Violation Info/Issued **Signed** Enforcement Action/Responses/Reports/Closure Letter/Etc...)
  - e. Continue – Summary – Finish
  - f. Create New Violation or Disassociate
  - g. Continuing to complete summary as enforcement milestones are met (Update Enforcement Summary not the Violation Summary!)
4. Associating (Linking) Violations and Enforcement
  - a. Associate and Select Violations
5. How to resolve “incorrect/duplicate” violation(s)
  - a. Violation Management
  - b. Find “incorrect/duplicate” violation(s)
  - c. Rescind Violation
    - i. Provide Rescind Description (may just simply be duplicate entry could be more complex if issues with laboratory error, etc...)
6. How to close enforcement
  - a. Enforcement Management
  - b. Find Enforcement to Close
  - c. Use Resolved or Click – “Resolve”
    - i. Ensure Resolve Date is correct (iPACS will default to today’s date)
  - d. Save
7. How to escalate enforcement
  - a. Enforcement Management
  - b. Find Enforcement to Escalate
  - c. Select new violation (like NOV)
    - i. Complete enforcement information like 3b above with Enforcement Guidance and build on previous summary describing reason for escalation and linking additional violations and attaching supporting documents as necessary)
8. Questions

Enforcement/Violations Reminders:

1. Attach Enforcement Closure Letters to resolved enforcement actions.
2. Correct and consolidate duplicate enforcement actions.
3. Use appropriate language in enforcement summaries.
4. Attach response letters and closure letters to enforcement tasks.
5. Ensure that cells for violation and enforcement tasks are fully completed.