

Title: SOP to review PQI L3 applications through Survey Monkey Apply

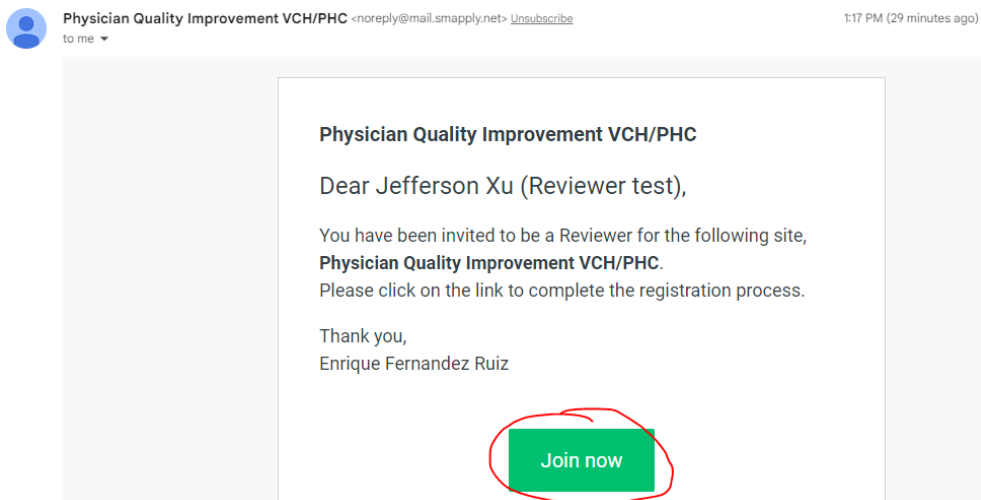
Audience: PQI L3 Reviewers

Last updated: February 28th, 2023

Steps

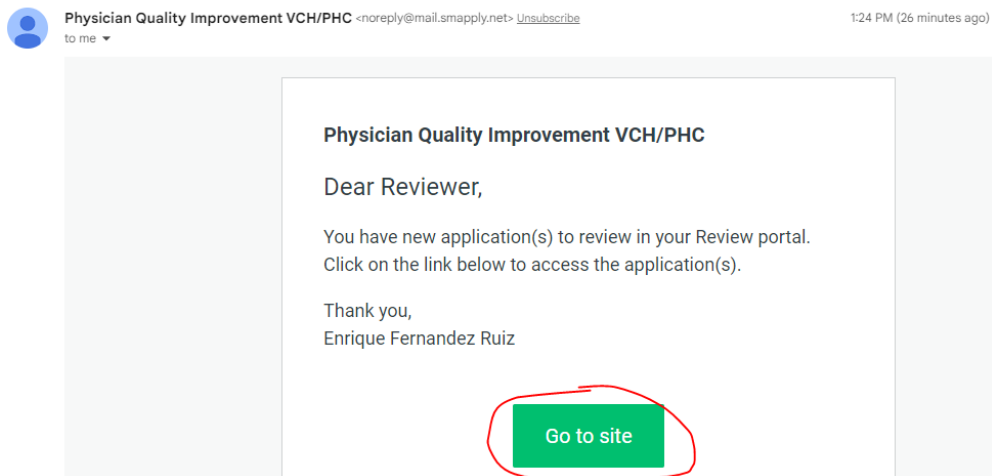
1. Click “Join now” through the email invitation from PQI VCH/PHC <noreply@mail.smapply.net>. Create an account by filling out the required fields. Once you have done this, you’ll receive a “Welcome to Physician Quality Improvement VCH/PHC as a Reviewer” confirmation email.

Invitation to join Physician Quality Improvement VCH/PHC > [Inbox x](#)

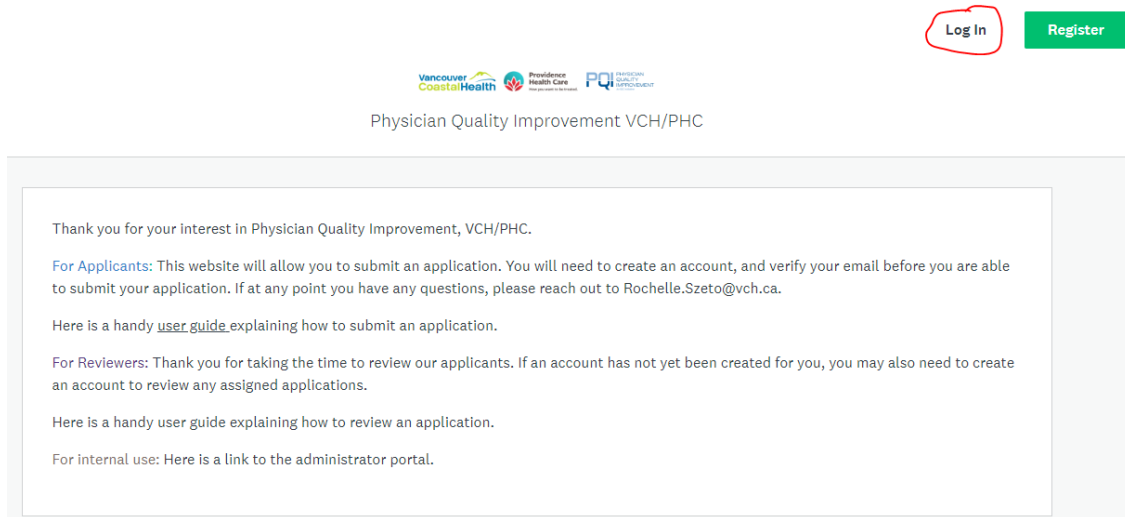


2. When you are assigned an application to review, you will receive an “Application has been assigned for Level 3 Advanced Cohort Training” email from PQI VCH/PHC <noreply@mail.smapply.net>. Click “Go to site” through the email invitation to access your reviewer portal.

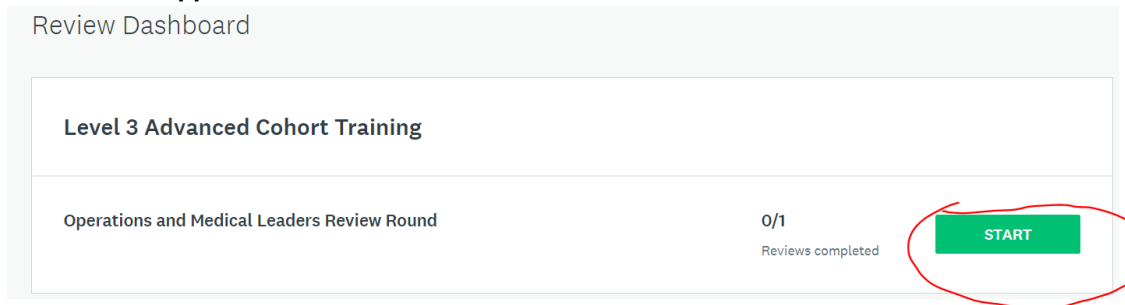
Application has been assigned for Level 3 Advanced Cohort Training > [Inbox x](#)



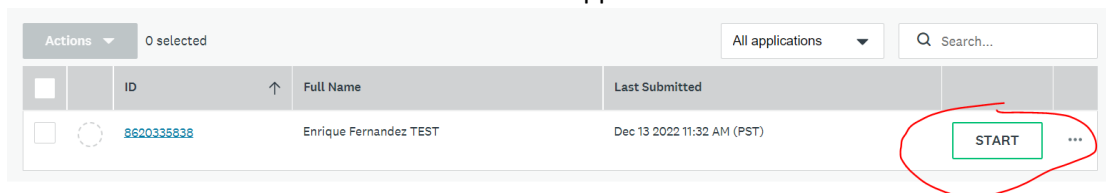
- You may need to “Log in” again using the button in the top right corner of the screen.



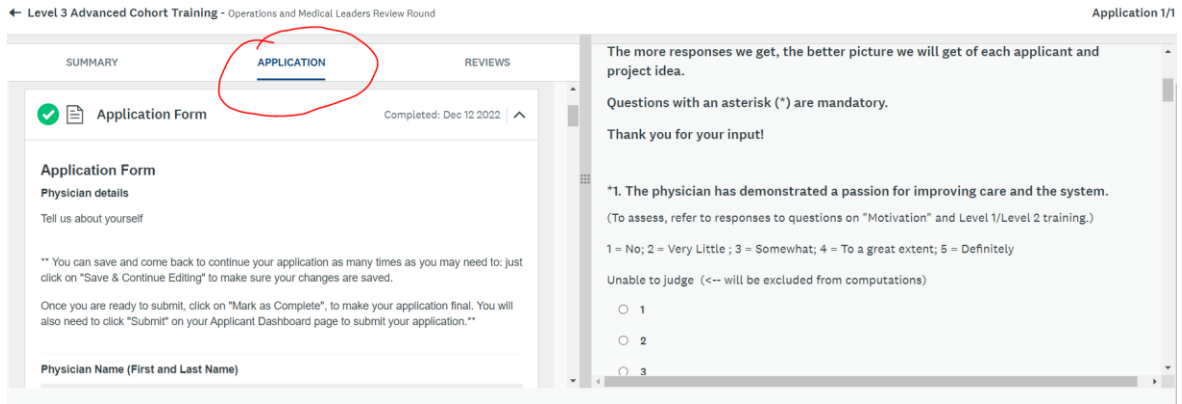
- Under the review dashboard, you will see all the reviews that you are invited to complete. Click “START”. Please note that there are **several review rounds**, and you may be assigned to review **more than 1 application**.



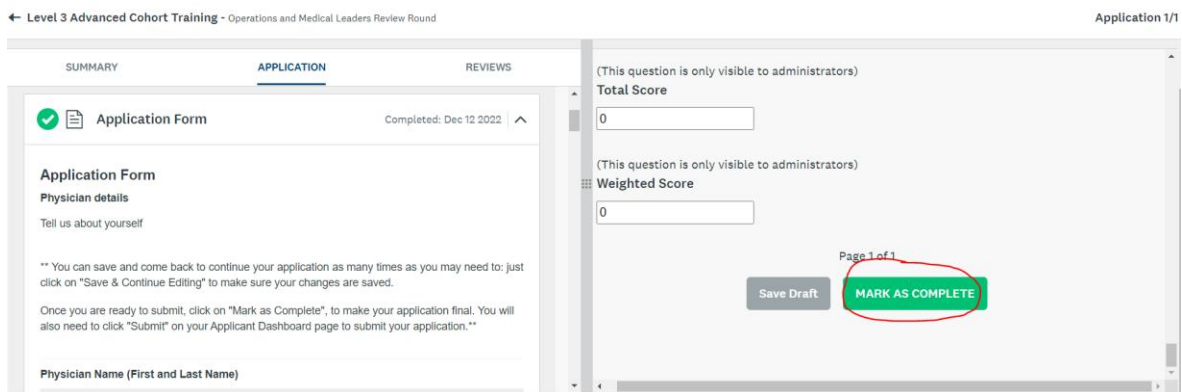
- Click “START” to review and score the selected application.



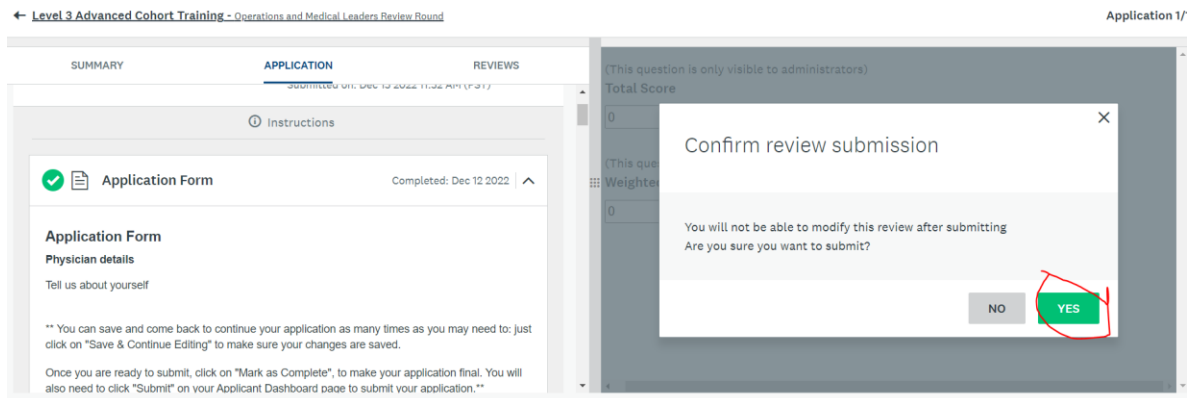
- Select “Application” to see the application form you are reviewing. Please provide your score and comments on the review panel on the right hand side.



7. Click “Mark as complete” when you have completed the rubric review form.



8. Click “YES” to confirm the review submission.



9. Click “Return to assignments” to continue with other application reviews. You will be diverted back to the review dashboard, where a green checkmark will indicate all completed reviews. From here, you can click “START” to review and score any remaining application forms.

Level 3 Advanced Cohort Training [\[?\]](#)

Operations and Medical Leaders Review Round

Actions		0 selected		All applications		Search...	
<input type="checkbox"/>	ID	↑	Full Name	Last Submitted			
<input type="checkbox"/>	<input checked="" type="checkbox"/> 8620335838		Enrique Fernandez TEST	Dec 13 2022 11:32 AM (PST)	<input type="button" value="VIEW"/>	...	