



# Independent Review

1. Initial independent review and comment of 'release candidate' document by three physicians board-certified in the specialty
2. Incorporation of comments and proposed changes by editor
3. Consensus review and approval of revised document by same three physicians
4. Complete archive and history of all reviewed documents and reviewer actions.

# Consistency

- Reusable content objects (e.g. description of laparoscopy)
- Siblings: topics that share most of their content (e.g. laparoscopic and open cholecystectomy)
- Standards review: medical director review to ensure consistent adherence to editorial standards

# Version Control

- For each edit action, the following attributes are stored:
  - Date/time
  - Editor
  - Old and New field value
  - Copy of edited document
- After document certification, the current document version is stored in the database and distributed. Rollback history is maintained.
- Newer versions update older versions in the field.

# Languages and Readability

- Consent forms written at 6<sup>th</sup> grade reading level
- Architecture supports multiple languages
- Currently, Spanish and English maintained
- Text synchronization across languages

# Relatedness

- Topics tagged with metadata:
  - CPT code
  - Body system
  - Keywords
  - Anesthesia and blood products default values
  - Reading level
- Consent forms tagged with related educational documents.

# Maintenance

- Audit Data: anonymized data capturing usage and editing patterns
- Content Request System: Customers submit requests for new content or edits to existing content