

Instructions to reviewers for November QA of FHIR release 4

First up – thanks for helping out with the QA review! It is much appreciated...

So, the purpose of the QA review is focused on spelling and grammar – not the actual content of the resources. Feel free to raise a tracker in the usual way if you come across something you'd like to comment on, **but for the purpose of this review just focus on the spelling and grammar.**

The content is distributed as a zip file, which will unzip into a number of files (mostly HTML) and folders. These are:

- In the sub-folder 'Resources' are files that represent each resource type – one type per file. Each file contains the elements of the resource, the introduction and contents, the search parameters, the extension definitions associated with the resource, and any profiles defined for that resource in the spec.
- In the sub-folder 'Others' is a set of files in sections (21 of them) that represents all the other textual pages in the spec.
- In the sub-folder 'Terminology' are terminology files (ValueSets and CodeSystems) – one file per workgroup.
- In the root folder is a file called 'dataTypes' which has the data types.

This structure has been chosen to make it as easy as possible for the committees to apply the changes – as well as making more sense to the reviewers.

There is a google spreadsheet for reviewers to use track the progress of the review:

https://docs.google.com/spreadsheets/d/1lIEblkmvBCBUgJAjutweVMK8F1mm2vO5Xj0v6K_Ny6o/edit#gid=0

The overall process to follow is as follows.

1. The google spreadsheet has your file assignments. Everyone has 9 resources - the terminology, Other and datatypes (on the other page) are divided amongst you. The assignments are quite random - some will be more than others, but hopefully no one person is too overloaded.
2. When you've completed the review:
 - a. Place an 'x' in column C to indicate that the review is complete. Don't otherwise change the spreadsheet.

- b. add your initials to the end of the file and email it to david hay (david.hay25@gmail.com). I will forward them to the appropriate committee to apply the review items

And that's it!

All the files are a html files, and are processed in the following way. (Note that I use a Mac and so these instructions are for Word on a Mac - hopefully will be similar for Windows users...)

- You have to have MSWord
- Open the file using MSWord
- Make sure that change tracking is enabled
- Select the 'language' option from the tools menu, and make sure that the language is US English
- Select the 'spelling and grammar' option from the tools menu and start the spelling (You seem to have to do this to start the spell check process – after that the red squiggly lines will appear)
- When saving the document, 'save as' a docx file

Notes:

- Many (if not most) of the spelling errors flagged will be because of the technical nature of the document – eg 'id.value'. Please don't correct these – easiest way is to select the 'ignore all' option the first time you hit one of these words in the spell-checker.
- The links in the html file generally won't work
- If you have any questions, we've created a stream in zulip (<https://chat.fhir.org/#narrow/stream/Ballot-QA>) for questions – or reach out to me at david.hay25@gmail.com (the stream is preferable).