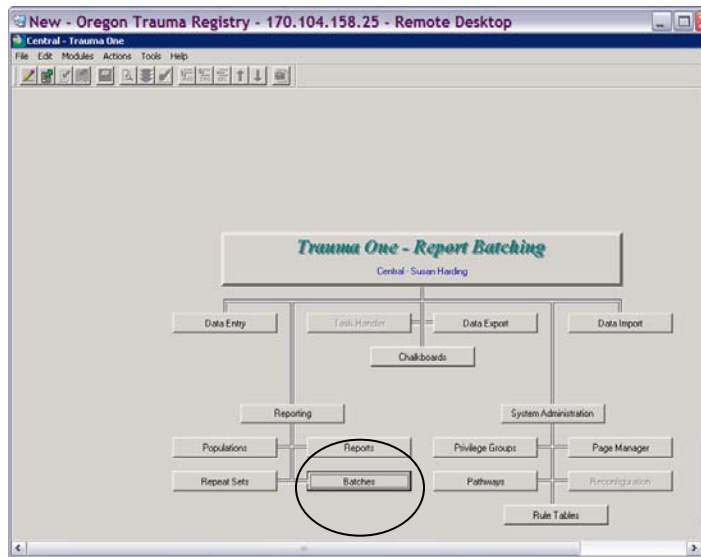


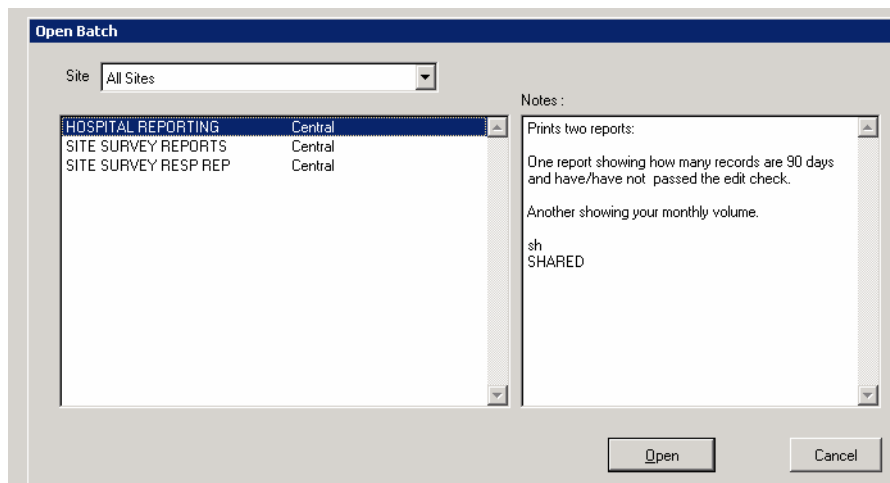
RUNNING SITE SURVEY STATISTICS FROM TRAUMA ONE

Steps to run your site survey reports:

1. From your Trauma One main screen, click on your *Batches Module*.
2. Go to **“File”** and **“Open Batch”**

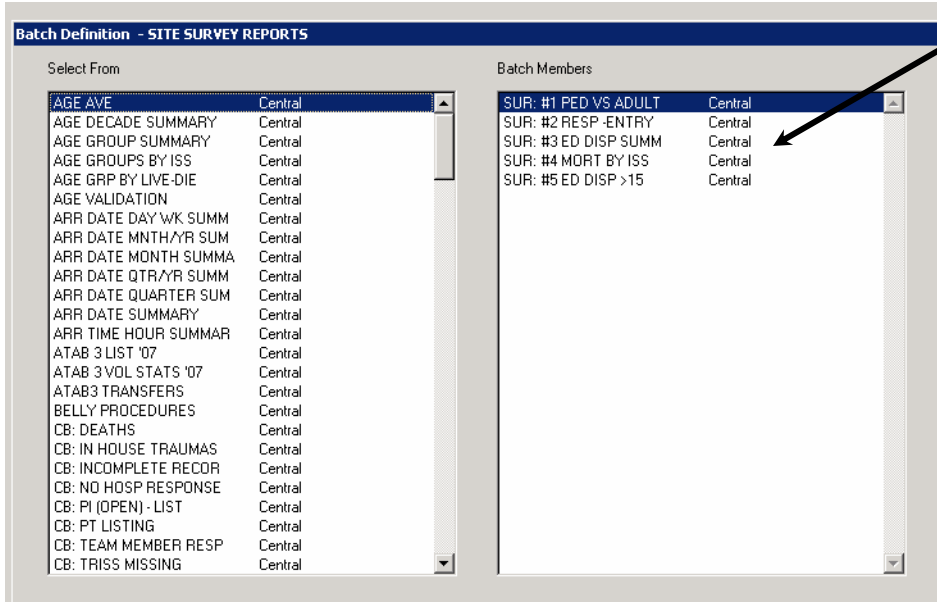


Below is the window that will come up, and display all available batch reports.

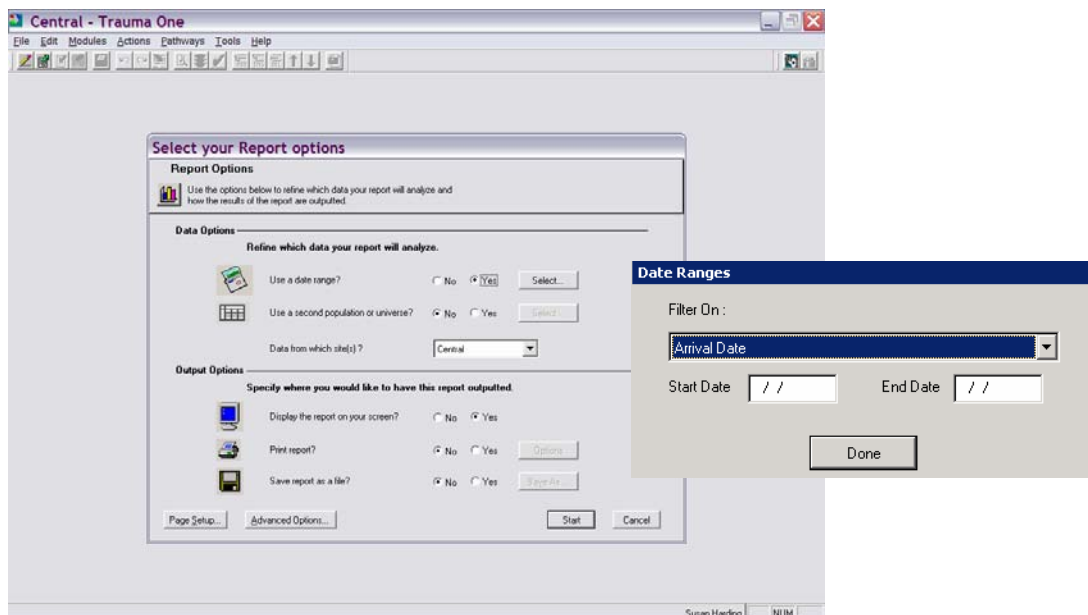


3. Select the 'batch' called **“SITE SURVEY REPORTS”**: and click on **OPEN**.

The reports included in this batch are displayed on the right side of this window.



- Next, click on the **“RUN”** button, or go up to **Actions**, then **Run**. (Note: The required population is already in place.)
- At the next screen; *“Select Your Report Options”*, choose **“YES”** at *“Use a Date Range”*? Click **“Select”** and enter your date range. The date range is specific to each hospital, depending on the date of your site survey. See your application instructions for appropriate timeframe.



- Once you have entered your date range, click on the **“Start”** button.
- Your reports will appear on the screen. To view each report, press the **“Next Report”** icon at the top left of the screen. At this point, you can choose **“Print”**.

- Repeat Steps 2-4, but this time selecting the **SITE SURVEY RESP REP**. These reports will produce all your provider response times.

The 'Open Batch' window shows a list of reports with 'SITE SURVEY RESP REP' selected. The 'Batch Definition' window shows a list of reports with 'AGE GROUP SUMMARY' selected. The 'Batch Members' window shows a list of reports with 'SUR: #6 TEAM SUMMARY' selected.

Report Name	Location
HOSPITAL REPORTING	Central
SITE SURVEY REPORTS	Central
SITE SURVEY RESP REP	Central

Report Name	Location
AGE GROUP SUMMARY	St. Alphonsus Regional Medi
EMS MISSING FLU LETT	St. Alphonsus Regional Medi
AGE AVE	Central
AGE DECADE SUMMARY	Central
AGE GROUP SUMMARY	Central
AGE GROUPS BY ISS	Central
AGE GRP BY LIVE-DIE	Central
AGE VALIDATION	Central
ARR DATE DAY/WK SUMM	Central
ARR DATE MNTH/YR SUM	Central

Report Name	Location
SUR: #6 TEAM SUMMARY	Central
SUR: #7 TEAM RESP	Central
SUR: #7-1 TRS AVG	Central
SUR: #7-2 NEURO AVG	Central
SUR: #7-3 EDMD AVG	Central
SUR: #7-4 ANES AVG	Central
SUR: #7-5 ORTHO AVG	Central

- At the next screen, “*Select Your Report Options*”, choose “**YES**” at “*Use a Date Range*”? Click “**Select**” and enter your date range. The date range is specific to each hospital, depending on the date of your site survey. See your application instructions for appropriate timeframe.

The 'Select your Report options' window shows the 'Data Options' section with 'Use a date range?' and 'Use a second population or universe?' both set to 'Yes'. The 'Population and Universe Options' section shows 'Use the report definition population?' and 'Use the report definition universe?' both set to 'Yes'. The 'Use a secondary population?' option is set to 'Yes, use this Population' and a dropdown menu is open showing 'FULL TEAM ACTIVATION' selected. The 'Use secondary universe?' option is set to 'No'.

Data Options

Refine which data your report will analyze.

Use a date range? No Yes

Use a second population or universe? No Yes

Population and Universe Options

You can use a secondary population and universe to further refine or to completely replace the population and universe specified in the report definition. If you use a secondary population AND your report definition population it will be as if you joined the populations using the AND operator.

Example: If your report definition population filters out all PEDIATRIC PATIENTS and your secondary population filters out all MALE PATIENTS, using both populations will filter out ALL PEDIATRIC MALE PATIENTS as you had combined the two populations using the AND operator.

1 Use the report definition population? No Yes

2 Use the report definition universe? No Yes

3 Use a secondary population? No Yes, use this Population All

4 Use secondary universe? No Yes, use this Universe All

Save report as a file? No Yes

Page Setup... Advanced Options...

Report Name	Location
FEM DIA W/D FIX	Central
FEMALE	Central
FULL TEAM ACTIVATION	Central
GCS <14 NO HEAD CT	Central
GCS <14 W/ HEAD CT	Central
GCS ED<3 W/D AIRWAY	Central
GEN	Central
GERIATR/COAG-OR<6	Central
GERIATRIC	Central
HEAD CT	Central
HEAD INJ W/SCALP	Central
HEAD INJ W/D/SCALP	Central
HEAD INJ_1	Central
HISPANIC	Central
HOSP RESPONSE BLANK	Central

- Next, choose “**YES**” at “*Use a second population or universe*”? Click “**Select**” to open the Population and Universe Options. Check “**YES**” at Option #3 and select **FULL TEAM ACTIVATION** and click “**OK**”.

11. Now you can press the **“Start”** button. The provider response reports will take a while to process and may produce several pages. You can choose to print what you need.
12. Repeat this process from Step 8 with a second population of **“MODIFIED TEAM RESPONSE”** applied.
13. After you have printed your reports, you can extract the information needed to fill out your **“Trauma Service Statistics”** form on page 15 of your Application.

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