



CLINICALDATA[®]
MANAGEMENT

Seeing Beyond the Curve

Integrity · Knowledge · Excellence

2010 Course Catalog

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Message from CDM

Dear CDM Client:

It is our intention to provide informative, quality, consistent and affordable educational opportunities to all CDM clients.

We are bringing back the traveling training conference and are excited to be visiting Colorado and Ohio in 2010.

WebEx Bundles have been created featuring four interrelated, in-depth classes for \$500. Bundles will allow you to truly master skills and concepts.

And the course catalog is laid out to provide ease of use by using color coding, division of courses by minimum experience level, as well as specific course numbering for recommended experience levels.

Sincerely,

Beverly Tinnell
CEO

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Enrollment Services

Training Policy

Clinical Data Management, Inc. is committed to the principle of providing each client access to quality educational programs and lifelong learning. Information provided on the CDM training document will determine initial admission status.

For some clients, prerequisite coursework may be needed prior to enrollment in certain courses and programs.



Training Request Procedures

Identification Code

An identification code is assigned to each client upon purchase of CDM software. This information is maintained in the client database and is helpful when calling in for technical support as well as registering for courses and/or conferences.

Registering For Classes

When a course and/or conference is scheduled, an email announcement will go out to all CDM clients. The announcement will include course topic, course date, course hours, course location, prerequisites, registration fee and deadline for training registration.

Clients can register for classes via the Web at www.c-d-m.com or by calling the administrative office at (303) 670-3331.

Refund Policy

Clients who withdraw from a scheduled course at least 30 days prior to the course date are refunded 100% of the fee.

Instructional Fees

Fees are based on the level of training requested.

Fee Payment

At the time of registration, the client will be provided with an invoice. Fee payment deadlines are included on this invoice.

Late Payment of Fees

Fees not paid by the deadline will be assessed \$50.00 administrative costs.

| Clinical Data Management Training Option Fees | | |
|---|--|--|
| Training Type | Specifics | Cost |
| Area Conference (AC) | 2-day training courses, hands-on classes with trauma-related presentations. Held across the United States and abroad. | Spring : Denver, CO Fall : Columbus, OH \$550 per person |
| Additional Tutorial (AT) | A set of four 1-hour WebEx and telephone sessions with user-defined topics. Held upon request of the client. | \$600 per set 4 one-hour sessions |
| Regional Conference (RC) | Regional conference training session based on request. Size of classes and location TBA. | TBA |
| Regional Facilities (RT) | Instructor taught courses with hands-on learning. Requires a minimum of 12 attendees, computer lab provided by sponsoring facility. (Sponsoring facility receives 2 free facility attendees) Travel and expenses not included. | \$200 per/person/day |
| New Client Tutorial (NT) | Four 1-hour WebEx sessions 1:1 with a CDM trainer. Sessions are generally 1 hour in length and scheduled during convenient times with the client and instructor. | No Charge |
| WebEx (W) | Weekly WebEx sessions on specific topics. | \$150 per single class, per facility * \$500 for 1 Training Bundle (4 classes) <small>*Additional \$25 per/person wanting CEUs</small> |

Training Options



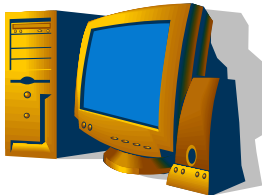
Additional Tutorials

(AT)

Available program to clients in four 1-hour sessions with client-specified topics to cover. Tutorials are handled 1:1 using WebEx and

Price: \$600 program

Type: 1:1 Training Online using WebEx & telephone.



Money Saving Option: \$500 for 1-bundle of 4 classes

WebEx Training

(W)

Weekly classes offered via WebEx for all clients interested in the topic described. Pre-Registration required.

Price: \$ 150 per single class, per facility *

Type: Online training using WebEx & telephone.



Regional Training

(RT)

Offered on an as requested basis. Organization sponsoring training facility receives 2 free registrations, minimum attendance of 10 paid clients required.

Price: \$ TBA

Type: In-person training, classroom style with topics based on request.



Facility-Specific Training

(FT)

Offered on an as requested basis for an individual facility/organization. Training is geared specifically toward the requesting client's needs.

Price: \$1,500/day

Type: In-person training for 20 facility attendees. Computer lab provided by facility. Travel and Expenses not included.



Training Near or Far, You Choose! (AC)

Available on a yearly basis. In 2010 we'll be in Colorado and Ohio. Typically a 2-day conference with computer training with a wide range of hands-on topics.

Price: \$ 550 per person

Type: Computer Training



New User Tutorials (NT)

Available to each new client providing them with 1 month of direct access to a designated trainer. Generally, sessions are 1-hour in length and occur using WebEx and telephone communications.

Price: \$ No Charge (New Clients Only)

Type: 1:1 Training Online using WebEx & telephone.



Online Training Vids

Available free of charge to all CDM clients. Located on the CDM website and accessible through Knowledgebase.

Price: \$ No Charge

Type: Video training online



CEU credits are available for most courses offered at the rate of \$25 and are approved by the American Health Information Management Association (AHIMA). Additional information can be made available by contacting the CDM office.

If there is a specific process you would like to see included as a course offering, please contact the office at 303-670-3331.

Learning is never ending and beneficial for everyone!

Alphabetical Course Listing By Course Code

ASSOCIATIONS

ASSOC300—Introduction to Associations
ASSOC301—Associations: Join
ASSOC302—Associations—MVXLATE
ASSOC303—Associations: Numeric Values
ASSOC304—Associations: Range/Ranged

CODES

CODES003—Introduction to Check Codes
CODES004—Introduction to Check Fields
CODES100—Introduction to Code Fields
CODES101—Introduction to Patterns/System Patterns
CODES102—Introduction to Make Codes Active

CUSTOM

CUSTOM200—Introduction to Customization
CUSTOM201—Introduction to Defaults

DATA

DATA100—Introduction to Data Entry

EXPORT

EXPORT002—Exporting Regional, State, National
EXPORT100—Introduction to Exporting: Export Fundamentals
EXPORT200—Exporting: Specialized

FILTERS

FILTERS100—Introduction to Making Lists
FILTERS101—List Making Using Report Fundamentals

IMPORTS

IMPORT200—Introduction to Creating Imports

NAVIGATION

NAVIGATE100—Introduction to Navigating the Database

PERFORMANCE IMPROVEMENT

PI000—Introduction to Performance Improvement
PI001—Performance Improvement: Complications
PI002—Performance Improvement: Introduction to Critiques
PI003—Performance Improvement: Critique Monitoring
PI004—Performance Improvement: Introduction to Reviews
PI200—Performance Improvement: Review Monitoring

PI201—Performance Improvement: TQIP Monitoring
PI202—Performance Improvement: System Review

REPORTS

REPORT100—Introduction to Reporting: Report Fundamentals
REPORT101—Introduction to NTDS Benchmarking Reports
REPORT102—Introduction to Crosstab Reports
REPORT103—Common Monthly Reports
REPORT104—Introduction to Descriptive Statistics
REPORT105—Introduction to Detail Reports
REPORT106—Introduction to TRISS Reporting
REPORT107—Introduction to Drill Down Reporting
REPORT200—Crosstab: Beyond the Basics
REPORT201—Crosstab Reporting: Trending Data
REPORT202—Detail Reporting : Beyond the Basics
REPORT203—Introduction to Group Reports
REPORT204—Introduction to Activity Tables
REPORT205—Introduction to Outcome Measures
REPORT206—Introduction Merge to Word
REPORT207—Introduction to Criteria Reporting
REPORT208 –Introduction to Peer Reporting
REPORT209—Introduction to Report Graphs
REPORT210—Report Graphs: Advanced Features
REPORT211—Follow-up Communication Using Merge to Word
REPORT300— Analyzing Data- NTDS Benchmarking Reports
REPORT301— Analyzing Data- Transfer In/Transfer Out Cases
REPORT302— Analyzing Data- Over/Under Triage
REPORT303— Analyzing Data- Chi Square, T-Test, and other Stats

TOOLS

TOOLS000—Introduction to Tools
TOOLS100—Introduction to Edits
TOOLS200—TOOLS: Advanced Features
TOOLS201—Introduction to TCL
TOOLS202—TCL Advanced Features
TOOLS203—Introduction to VOC Statements
TOOLS300—Introduction to Logic Edits

UNIQUE

UNIQUE001—Preparing for Consultation/Verification Visit
UNIQUE002—National Trauma Data Standards (NTDS)
UNIQUE003—Introduction to MeetingBase
UNIQUE004—Key Data Fields for Validation
UNIQUE005—Introduction to Document Vault
UNIQUE006—Meetings & Agendas

Course Descriptions

Clinical Data Management's Course Numbering System

No two courses have the same course number. The alpha identifier indicates the area of study and the numbers indicate the specific course within the area.

Listed below are the various areas of study in alphabetical order. Refer to this chart to find the area in which a given course is listed. For example, DATA101—Introduction to Data Entry would be found in the course description section under Data Entry (DATA).

| | |
|-------------------------------|----------|
| Association | ASSOC |
| Codes | CODES |
| Customization | CUSTOM |
| Data Entry | DATA |
| Export | EXPORT |
| Filters | FILTERS |
| Import | IMPORT |
| Navigation | NAVIGATE |
| Performance Improvement | PI |
| Reports | REPORT |
| Tools | TOOLS |

Explanation of Course Description Codes

| <u>Area</u> | <u>Specific</u> | <u>User Level</u> | <u>Training Venue</u> | <u>Credits</u> |
|-------------|-----------------|------------------------------|-----------------------|----------------|
| ASSOC | 101 | Introduction to Associations | (AC, AT, RC, RF, W) | 1 |

The use of Associations for unique and additional data fields; focus on the uses of an association for data collection, and reporting information. This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

Area - the alpha identifier indicates the area of course study.

Specific - the numeric identifier indicates the specific course.

User Level - **000 Series = All Levels**
100 Series = Beginner
200 Series = Intermediate
300 Series = Advanced

You will notice that some courses overlap user levels and some do not.

Credits - the number of CEU credits to be awarded to students who successfully complete the course. Credits are subject to an additional fee.

Training Venue - designates course is available within the venues listed. AC=Area Conference, AT=Additional Tutorial, NT=New User Tutorial, RC=Regional Conference, RF=Regional Facility, W=WebEx.

ALL USER LEVELS

CODES003 - Introduction to Check Codes **1**
(B, I, A) (AC, AT, FT, RC, RT, W)
Learning the use of CHECK CODES is vital for every client to understand. This course is intended for students who have been involved with trauma data for at least 1-year and has an understanding of the database.

CODES004 - Introduction to Check Fields **1**
(B, I, A) (AC, AT, FT, RC, RT, W)
Learning the use of CHECK FIELDS and how this process can be of assistance in understanding your database. This course is intended for students who have been involved with trauma data for at least 1-year and has an understanding of the registry.

EXPORT002 - Exporting Regional, State, National **1**
(B, I, A) (AC, AT, FT, RC, RT, W)
After understanding the basic process of creating an export from beginning to end, this course explains the set-up of regional, state and/or national exports. This course is intended for all database experience levels.

REPORT107 - Introduction to Drill Down Reporting **1**
(B,I,A) (AC, AT, FT, NT, RC, RT,W)
A crosstab-style report is the most commonly used report. The drill-down feature is extremely helpful when wanting to understand what records make out the counts provided. For example, you generate January's cases and look at who had complications. The drilldown will tell you who specifically had pneumonia, etc. This course will provide instruction on how to utilize the drilldown reporting feature, steps to enhance the drilldown report content, practice scenarios. This course is intended for all CDM clients at beginner, intermediate and/or advanced levels.

PI000 - Introduction to Performance Improvement **1**
(B, I, A) (AC, AT, FT, RC, RT, W)
The database is designed to be the lead component in performance improvement monitoring. This course will provide an overview of what Performance Improvement (PI) is and introduce the student to various areas of the database that can help with the monitoring and reporting of PI. This course is intended for all levels of students.

PI001 - Performance Improvement : Complications **1**
(B, I, A) (AC, AT, FT, RC, RT, W)
The student will understand the definition of a complication, how to add and update the current complication list as well as the various components of the complication section of the database. This course is intended for all levels of students.

PI002 - Performance Improvement : Introduction to Critiques 1
(B, I, A) (AC, AT, FT, RC, RT, W)
The use of PI Critiques (Criteria) assists a trauma department in monitoring issues that may arise during any phase of care (pre-hospital to rehabilitation). This course will provide an overview of critiques and explain the difference between an “entered” vs. “computed” critique. This course is intended for all levels of students.

PI003 - Performance Improvement : Critique Monitoring 1
(B, I, A) (AC, AT, FT, RC, RT, W)
Pre-requisite for this course is that the student has successfully completed PI102. This course expands the process of monitoring PI issues and how to tie it into the organization-specific scheme. This course is intended for all levels of students.

PI004 - Performance Improvement : Introduction to Reviews 1
(B, I, A) (AC, AT, FT, RC, RT, W)
The use of PI Reviews assists a department in monitoring the process of complication and critique reviews, ultimately showing loop closure of each individual issue. This course will provide an overview of reviews and explain the process of loop closure. This course is intended for all levels of students using a TraumaBase system.

TOOLS000 - Introduction to TOOLS 1
(B, I, A) (AC, AT, FT, RC, RT, W)
The student will learn the components of backing up the registry, setting up WordPad, setting up a Spreadsheet as well as how to install and check on current updates. This course is intended for all levels of students.

UNIQUE001 - Preparing for Consultation/Verification Visit 1
(B, I, A) (AC, AT, FT, RC, RT, W)
The pre-requisite is that the student has successfully completed REPORTS202, Intro to Crosstabs. This course will explain how to generate the various reports necessary to complete the pre-review questionnaire (PRQ). This course is intended for intermediate and advanced level students, however, beginner level students are welcome to participate.

UNIQUE002 – NTDS Data Submission 1
(B, I, A) (AC, AT, FT, NT, RC, RT, W)
Annually, the American College of Surgeons Committee on Trauma places a call for trauma data to be submitted to the National Trauma Data Bank. This course will help you to understand the export process using your trauma registry software. This class is intended for all CDM clients at beginner, intermediate and/or advanced levels.

UNIQUE003 – Introduction to MeetingBase©**1****(I, A)****(AC, AT, FT, NT, RC, RT, W)**

MeetingBase© is a new feature available for purchase through CDM. It can be an enhancement to your TraumaBase Version 7 system or purchased as a stand-alone product. This course will provide an overview of the program, take you through scenarios of meetings, agendas, patient reviews, etc. This class is intended for CDM clients who have purchased the MeetingBase© module or who are interested or in the process of including this powerful tool. Course material is recommended to intermediate and advanced level students.

UNIQUE004 – Key Data Fields for Validation**1****(I, A)****(AC, AT, FT, NT, RC, RT, W)**

Generating reports for validation can include a multitude of options. This course is intended to walk you through identifying the key data fields that your facility considers pertinent for validation. It includes the NTDS variables along with the most common variables that if correctly entered, can paint a picture of your trauma program. An all-inclusive class, you will learn to identify the fields, practice using the appropriate report types, analyze the findings, record the findings of the analysis as well as report on validation findings and trends.

BEGINNER LEVEL**CODES100 - Introduction to Code Files****.50****(B/ I)****(AC, AT, FT, NT, RC, RT, W)**

Learning the use and importance of Code Files for data consistency within the registry. The focus of this course is to identify code files, learn how to add to them, inactivate existing codes, copy codes, and the extra monitoring capabilities of specific code files. (For example, monitoring physician CME, Meeting Attendance, Education, etc.)

CODES101 - Introduction to Patterns/System Patterns**.50****(B/ I)****(AC, AT, FT, NT, RC, RT, W)**

The use and importance of Patterns and System Patterns for data consistency within the registry. The focus of this course is to identify patterns and system patterns, learn how to add to them, inactive those existing. This course is for beginner and intermediate level students.

CODES102 - Introduction to Make Codes Active**.25****(B/ I)****(AC, AT, FT, NT, RC, RT, W)**

The use of MAKE CODES ACTIVE is a quick and simple way to activate and inactivate code files. For example, physicians come and go, instead of deleting their code files, you are encouraged to inactivate them. This course is intended for students who have at least an understanding of code files and/or at the intermediate level of understanding of the database.

DATA100 - Introduction to Data Entry**1****(B)** (AC, AT, FT, RC, RT, W)

The student will learn the various screens available for data entry within their specific software package. Understanding what each field represents, how to find help for the field as well as how fields relate in some circumstances. This course is intended for beginning level students.

EXPORT100 - Introduction to Exporting : Export Fundamentals**1****(B/ I)** (AC, AT, FT, RC, RT, W)

The student will learn how to create an export, go through the process of checking to see if the data was successfully exported and what the 3-step process entails. This course is intended for beginner and intermediate level students.

FILTERS100 - Introduction to Making Lists**1****(B, I)** (AC, AT, FT, RC, RT, W)

This course introduces the various concepts of making lists, including lists By Time Period, Query, Custom, ALL, Multiple and Combine. The student will also learn how to Edit, Rename, Delete and create a New list. This course is intended for the beginner and intermediate level student.

FILTERS101 - List Making Using Report Fundamentals**1****(B, I)** (AC, AT, FT, RC, RT, W)

The use of Report Fundamentals as a basis for creating simple reports includes a step on making a list of patients. The process is similar to FILTERS100 but includes a step-by-step process that is sometimes easier for the beginner-level student to understand.

NAVIGATE100- Introduction to Navigating the Database**.50****(B)** (AC, AT, FT, RC, RT, W)

The various methods of navigating the system will be taught in this course. Including the use of the mouse, keyboard, function keys, help, manual, field listing, data dictionary, RTS/PS calculator, menus and pick lists. This course is intended for beginner-level students.

REPORT100 - Introduction to Reporting : Report Fundamentals**1****(B)** (AC, AT, FT, RC, RT, W)

This course will provide an introduction to using the simple point and click style of basic fundamental reporting. The student will first make a list, then be prompted to create a report, designate a location for the results and then generate the report. This course is intended for the beginner-level student but can be beneficial for intermediate-level students that haven't had the opportunity to use the fundamental aspect of reporting.

REPORT101 - Introduction to NTDS Benchmarking Reports 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the structure of the benchmark reports generated upon submission of data to the National Trauma Data Bank. The student will learn how to decipher the results of the report, troubleshoot edits as well as printing. This course is intended for beginner, intermediate and advanced level students.

REPORT102 - Introduction to Crosstab Reports 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the structure of a crosstab report, when and how this style reporting can be beneficial. The student will look at standard crosstab reports within the Report Library and learn how to copy a standard report into their own named report for enhancement to meet their needs. This course is intended for beginner and intermediate level students.

REPORT103 - Common Monthly Reports 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the importance of monthly reporting. The course will provide a suggested overview of standard reports most often provided to committees, administration, board members, etc. The course is intended for beginner and intermediate level students. The pre-requisite is that the student has an understanding of how crosstab reports work.

REPORT104 - Introduction to Descriptive Statistics 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the structure of a descriptive statistic report, when and how this style of reporting can be beneficial. The student will look at standard descriptive statistic reports within the Report Library and learn how to copy a standard report into their own named report for enhancement to meet their needs. This course is intended for the beginner and intermediate level students.

REPORT105 - Introduction to Detail Reports 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the structure of a detail report, when and how this style of reporting can be beneficial. The student will look at standard detail reports within the Report Library and learn how to copy a standard report into their own named report for enhancement to meet their needs. This course is intended for the beginner and intermediate level students.

REPORT106 - Introduction to TRISS Reporting 1
(B, I) (AC, AT, FT, RC, RT, W)

The student will learn the components of TRISS and how this information can be helpful with Performance Improvement as well as research and injury prevention initiatives. The student will be introduced to the standard TRISS reports (one with

just TRISS graphs, the other with graphs and expiration/survival reports included). This course is intended for beginner and intermediate level students.

TOOLS100- Introduction to Edits

1

(B, I)

(AC, AT, FT, RC, RT, W)

The course will explain the use of edits, how to decipher the message given, where to go within the record to fix the issue and the impact of failing edits. This course is intended for beginner and intermediate level students.

INTERMEDIATE LEVEL (at minimum)

CUSTOM200 - Introduction to Customization

1

(I, A)

(AC, AT, FT, RC, RT, W)

Learning how to CUSTOMIZE the database look to meet your needs can be helpful with training and staff recognition of data fields as well as hiding or disabling unused fields & buttons within the registry. This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

CUSTOM201 - Introduction to Defaults

1

(I, A)

(AC, AT, FT, RC, RT, W)

The use of setting DEFAULTS for data entry can be helpful with speed of data entry as well as consistency. This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

EXPORT200 - Exporting : Specialized

1

(I, A)

(AC, AT, FT, RC, RT, W)

After understanding the basic process of creating an export from beginning to end, this course expands the opportunity for learning about specialized exports. For example, special research projects, understanding the various export types (ASCII, DB3, DB4, REV, STD, etc.) This course is not intended for beginner-level students.

IMPORT200 - Introduction to Creating Imports

1

(I, A)

(AC, AT, FT, RC, RT, W)

The student will learn how to create an import, go through the process of checking to see if the data was successfully imported and what the process entails. This course is intended for intermediate and advanced level students.

PI200- Performance Improvement : Review Monitoring

1

(I, A)

(AC, AT, FT, RC, RT, W)

The student will learn the ways in which to follow the critique discussion, monitoring and ultimate resolution throughout the organization. The course is intended for intermediate and advanced level TraumaBase system users.

PI201 – Performance Improvement TQIP Monitoring **1**
(I, A) (AC, AT, FT, NT, RC, RT, W)The American College of Surgeons Committee on Trauma created a validated, risk-adjusted and outcome based system to measure and improve the quality of trauma care. The focus of this course is to identify the variables being monitored, the overview of participation at a national level, how TraumaBase® is designed to help you successfully gather, validate, report, export and decipher the findings. This course is for intermediate and advanced level students.

PI202 – Performance Improvement System Review **1**
(I, A) (AC, AT, FT, NT, RC, RT, W)Evaluating the incident of trauma, severity of the injured patients, access to care, cost containment and improvement of overall patient care is part of a trauma program/system. This course will help you to consider areas of focus (evaluation) of what your trauma data shows, such as the most common mechanism of injury, average age, severity, outcome, etc. This course is for intermediate and advanced level students.

REPORT200 - Crosstab Reporting : Beyond the Basics **1**
(I, A) (AC, AT, FT, RC, RT, W)A pre-requisite of successfully completing REPORT102 is suggested before taking this course. This course will provide an in-depth overview of each component of a crosstab report template. This course is intended for intermediate and advanced level students.

REPORT201 - Crosstab Reporting : Trending Data **1**
(I, A) (AC, AT, FT, RC, RT, W)A pre-requisite of successfully completing REPORT103 is suggested before taking this course. This course will provide a review of each component of a crosstab report template and explain the value and ease of trending data. This course is intended for intermediate and advanced level students.

REPORT202 - Detail Reporting : Beyond the Basics **1**
(I, A) (AC, AT, FT, RC, RT, W)A pre-requisite of successfully completing REPORT106 is suggested before taking this course. This course will provide an in-depth overview of each component of a detail report template. This course is intended for intermediate and advanced level students.

REPORT203 - Introduction to Group Reports **1**
(I, A) (AC, AT, FT, RC, RT, W)The student will understand how to create Group Reports which will ease in the process of monthly, quarterly, annual reporting. The student needs to have a clear understanding of the various types of reports available within the system before taking this course. This course is intended for intermediate and advanced

level students.

REPORT204 - Introduction to Activity Tables **1**
(I, A) (AC, AT, FT, RC, RT, W)

The student will learn how to edit standard activity tables as well as create new activity tables to meet their data needs. The pre-requisite is that the student should have an understanding of reporting. This course is intended for intermediate and advanced students.

REPORT205 - Introduction to Outcome Measures **1**
(I, A) (AC, AT, FT, RC, RT, W)

The student will learn how to edit standard outcome measures as well as create new outcome measures to meet their data needs. The pre-requisite is that the student should have an understanding of reporting. This course is intended for intermediate and advanced students.

REPORT206 - Introduction Merge to Word **1**
(I, A) (AC, AT, FT, RC, RT, W)

The student will learn how to edit standard merge documents as well as create new merge documents which go directly into Word. The pre-requisite is that the student should have an understanding of field names and basic navigation of Microsoft Word. This course is intended for intermediate and advanced students.

REPORT207 - Introduction to Criteria Reporting **1**
(I, A) (AC, AT, FT, RC, RT, W)

The student will learn how to edit standard criteria reports as well as create new criteria reports to meet their performance improvement needs. The pre-requisite is that the student should have an understanding of PI and reporting. This course is intended for intermediate and advanced students.

REPORT208 - Introduction to Peer Reporting **1**
(I, A) (AC, AT, FT, RC, RT, W)

The pre-requisite is that the student has successfully completed REPORT103. The course will explain what peer review is and will identify ways in which to provide reports. This course is intended for intermediate and advanced students.

REPORT209 - Introduction to Report Graphs **1**
(I, A) (AC, AT, FT, RC, RT, W)

The student will learn how to send reports into Excel to enhance their reporting needs. A pre-requisite is that the student has successfully completed REPORT100. This course is intended for intermediate and advanced students.

REPORT210- Report Graphs : Advanced Features **1**
(I, A) (AC, AT, FT, RC, RT, W)

The pre-requisite is that the student has successfully completed REPORT116. The course will explain the type of graphs and how to make an effective presentation of data . This course is intended for intermediate and advanced students.

REPORT211 – Follow-up Communication Using Merge to Word 1**(I,A) (AC, AT, FT, NT, RC, RT, W)**

Taking data from the trauma registry out into Word in a pre-set format is a helpful tool. The pre-requisite is that the student should have an understanding of merge to word features. Specifically, examples of popular merges will be shared with the students, practice scenarios will serve as a refresher to the merge to word class. Discussion/sharing successes and challenges of merge to word will occur.

REPORT300 – Analyzing Data – NTDS Benchmarking Reports 1**(I, A) (AC, AT, FT, NT, RC, RT, W)**

This course will further study the NTDS Benchmarking Reports generated from TraumaBase. The pre-requisite is that the student will have an understanding of the NTDS Benchmarking Report structure and will have successfully exported trauma data to the NTDB. The course is intended for intermediate and advanced levels.

REPORT301 – Analyzing Data – Transfer In/Transfer Out Cases 1**(I, A) (AC, AT, FT, NT, RC, RT, W)**

This course will further study the patients who were transferred into your facility or who were transferred out of your facility for more definitive acute trauma care. The pre-requisite is that the student will have an understanding of the various report types within the database. Practice scenarios will be provided. This course is intended for intermediate and advanced levels.

REPORT302 – Analyzing Data – Over/Under Triage 1**(I, A) (AC, AT, FT, NT, RC, RT, W)**

This course will discuss various ways in which to identify, utilize and report the occurrence of over and under triaging of trauma patients. The pre-requisite is that the student will have an understanding of generating reports from TraumaBase. Various scenarios will be provided and practiced. The course is intended for intermediate and advanced levels.

TOOLS200 - TOOLS : Advanced Features 1**(I, A) (AC, AT, FT, RC, RT, W)**

The pre-requisite is that the student has successfully completed TOOLS100. Each student will learn the advanced components of commands, controls and security levels within the create users section. This course is intended for all intermediate and advanced level users.

TOOLS201 - Introduction to TCL 1**(I, A) (AC, AT, FT, RC, RT, W)**

A pre-requisite is that the student has an understanding of field names. Each student will learn the language commands used to directly query and report on data. This

course is intended for intermediate and advanced level users.

TOOLS202 - TCL Advanced Features

1

(I, A)

(AC, AT, FT, RC, RT, W)

A pre-requisite is that the student has successfully completed TOOLS102. Each student will develop a deeper understanding of TCL and its ease of use. This course is intended for intermediate and advanced level users.

TOOLS203 - Introduction to VOC Statements

1

(I, A)

(AC, AT, FT, RC, RT, W)

A pre-requisite is that the student has successfully completed TOOLS103. The student will learn how to create, test and utilize VOC statements at TCL to enhance data processing. The course is intended for intermediate and advanced level users.

UNIQUE005 – Introduction to Document Vault

1

(I, A)

(AC, AT, FT, NT, RC, RT, W)

Would you like to include a reference article in the trauma registry for a specific patient, committee meeting or research project? Are there email communications you've saved in Word that you'd like to reference during your monthly Trauma PI Committee meeting? This course will provide an overview of how this feature could benefit your program, step-by-step instruction on populating the vault, pulling the information into a report, updating the vault, etc. This course is intended for intermediate and advanced level students and clients who use MeetingBase®.

UNIQUE006 – Meetings & Agendas

1

(I, A)

(AC, AT, FT, NT, RC, RT, W)

Specific to those clients who utilize MeetingBase®, this course will focus on the structure of recording meetings and generating agendas based on the issues remaining open. Practice scenarios will be provided and participants are encouraged to share facility-based scenarios.

ADVANCED LEVEL (at Minimum)

ASSOC300 - Introduction to Associations

1

(A)

(AC, AT, FT, RC, RT, W)

The use of Associations for unique and additional data fields; focus on the uses of an association for data collection, and reporting information. This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

ASSOC301 - Associations : JOIN

1

(A)

(AC, AT, FT, RC, RT, W)

The use of JOIN Associations for unique and additional data fields focuses on extracting specific values from multi-valued fields. Also included are the use of FIRST, LAST, POS for reporting as well as the JOIN Association to join multiple fields into one. (For example, the street address, city, state, & zip code) This course is

intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

ASSOC302 - Associations : MVXLATE

1

(A) (AC, AT, FT, RC, RT, W)

The use of MVXLATE Associations for unique and additional data fields focuses on the use of importing data from a supporting FILE as a symbolic field in the PATIENTS file. (For example, showing the full name of the provider instead of just the provider's code within a report) This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

ASSOC303 - Associations : NUMERIC VALUES

1

(A) (AC, AT, FT, RC, RT, W)

The use of NUMERIC VALUE Associations (Sum, Count, Count0, Min, Max, Average) for unique and additional data fields focuses on the uses of multi-valued numeric fields. This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

ASSOC304 - Associations : RANGE/RANGED

1

(A) (AC, AT, FT, RC, RT, W)

The use of RANGE and/or RANGED Associations for unique and additional data fields focuses on the use of a single-valued field taking a group of data and assigning a new value. (For example, categorizing Infant, Child, Teen, Adult, Senior by age range) This course is intended for students who have at least an intermediate level of understanding of the database. Not open to Beginner-level students.

REPORT303 – Analyzing Data – Chi Square, T-Test and other Stats

1

(A) (AC, AT, FT, NT, RC, RT, W)

This course will introduce the meaning and use of statistical analysis of trauma data. Specifically Chi Square and T-Test. Course information will include a definition of each, variables necessary for data entry and manipulation, analyzing the findings, reporting said findings to committee and an explanation on how to read and present the findings. This course is intended for advanced level clients.

TOOLS300 - Introduction to Logic Edits

1

(A) (AC, AT, FT, RC, RT, W)

The pre-requisite is that the student has successfully completed TOOLS105. This course will explain how to create edits of logic to help with monitoring data integrity. For example, an edit would be identified if you have a patient with an outcome of alive and with an autopsy number. This course is intended for advanced level students.

WebEx Bundles for 2010

| Reporting I | Reporting II | Reporting III | PI I | PI II | PI III |
|--------------------|--------------------|-------------------|---------------------|------------------|-----------------|
| Report Fun | Output Graphing | Crosstab Advanced | Into to Critiques | Reviews | Meetings |
| Intro to Crosstabs | Trending | Group Reports | Complications | Peer Reporting | Site Visit Prep |
| Descriptive Stats | TRISS | Merge to Word | Intro to Validation | Follow-up Merges | TQIP Monitoring |
| Detail Reports | Drill Down Reports | Outcome Measures | PI Merge to Word | Document Vault | System Reviews |

| Common Monthly Reports | Key Data Fields Validation | Analyzing Your Data |
|--------------------------|----------------------------|------------------------------|
| Admit Svc ED Disposition | Identifying Fields | Collective Descriptive Stats |
| Cause of Injury Age | Defaults | Transfer In/ Transfer Out |
| ISS Outcome | Edit Checks | Over Triage/ Under Triage |
| Group Reports | Logic Edits | Benchmarking |

Additional Client Resources



[Knowledgebase](#)

www.c-d-m.com/login

[HELP Manual](#)

Within Database
Software Binder

[Patient Data Dictionary](#)

Within Database
Software Binder

[E-Newsletter](#)

Email Distribution

[Technical Support Hub](#)

Email: SupportHub@c-d-m.com

Phone: 303/670-3331 ext. 2

[Trauma Registry Consultants](#)

Available Upon Request



Do you have ideas for educational topics?

Do you have ideas for new/innovative training options?

Please let us know! Every comment, suggestion and idea will be reviewed for consideration as your needs matter most!

Send an email to: Kathy@c-d-m.com
Or fax in the form below to 303/670-3394

| | | |
|---|---------------------------------|-----------------------|
| Name | | |
| Title | | |
| Organization | | |
| Address | | |
| City/State/Zip | | |
| Telephone | | |
| Fax | | |
| Email | | |
| Software (circle one) | TraumaBase TraumaBasic Modified | |
| Training Interest (circle all that apply) Training Key: AT = Additional Tutorials W = WebEx Training RT = Regional Training FT = Facility-Specific Training AC = Area Conference RC = Regional Conference | AT RT AC | W FT RC |
| Topic (s) Requested | | |
| Proposed Training Date | | |

Please Note: This is NOT a course registration form