How to submit Surgical Safety Checklist Report

Who: Clinical Quality Metrics team via email

Clinical.Quality.Metrics@albertahealthservices.ca

When: Quarterly (suggest the individuals involved with the submission set up an ongoing calendar reminder for each due date)

- January 1 to March 31 : **Due Apr 10th**
- April 1 to June 30 : **Due Jul 10th**
- July 1 September 30: **Due Oct 10th**
- October 1 to December 31 : **Due Jan 10th**

What: Meditech AHS Custom Report "Surgical Safety Checklist"

How: Follow the steps below to save the report as a WORD or TEXT document then send via email.

IMPORTANT: Do not print and scan document. Recipient needs to be able copy and paste the content into an Access Database. If their copy is scanned they will have to manually enter in the values.

1) Access the report on your Meditech Menu
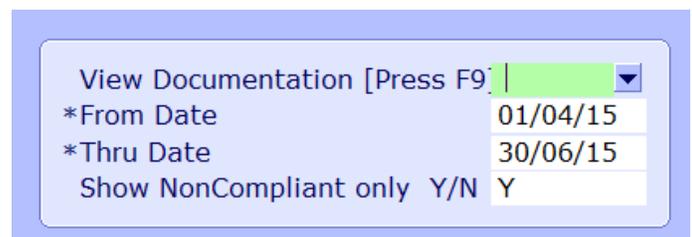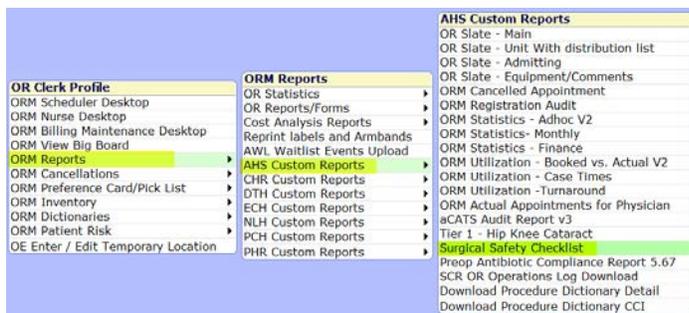
2) Enter a quarterly date range (Apr-Jun/Jul-Sep/Oct-Dec/Jan-Mar)
3)   Enter **Y** at field "Show Noncompliant only?"
4) Save and Print Destination box appears.

5) Click on BROWSER then OK (or F12)

6) Report will open via internet explorer (or another defaulting web browser)
7) Save as WORD or Save as TEXT (see steps below)
8) Send email to CQM and insert attachment of the newly saved document

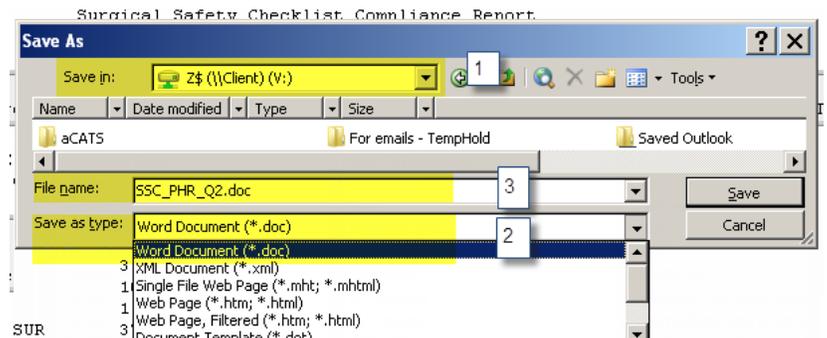**Option 1 – Submit as an MS Word document (preferred method)**

- Via Web browser click **File**
- **Edit the Microsoft Office Word**
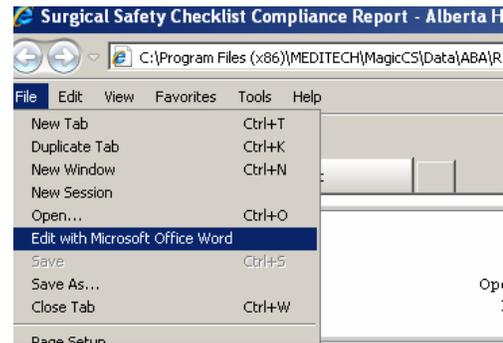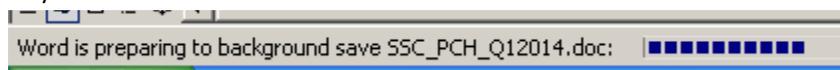
- Word Document opens
- Click **SAVE AS**
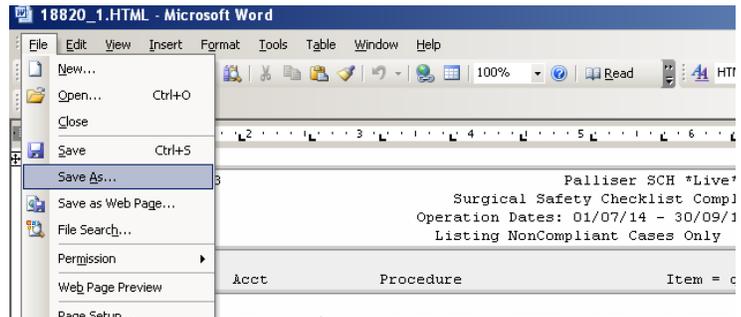
- Box appears and you do the following changes: must

1) **SAVE IN** needs to point to a drive or folder
2) **SAVE as TYPE** must by Word Document
3) Change **file name** to something meaning full such as SSC_PHR_Q2

May take a few seconds for file to save

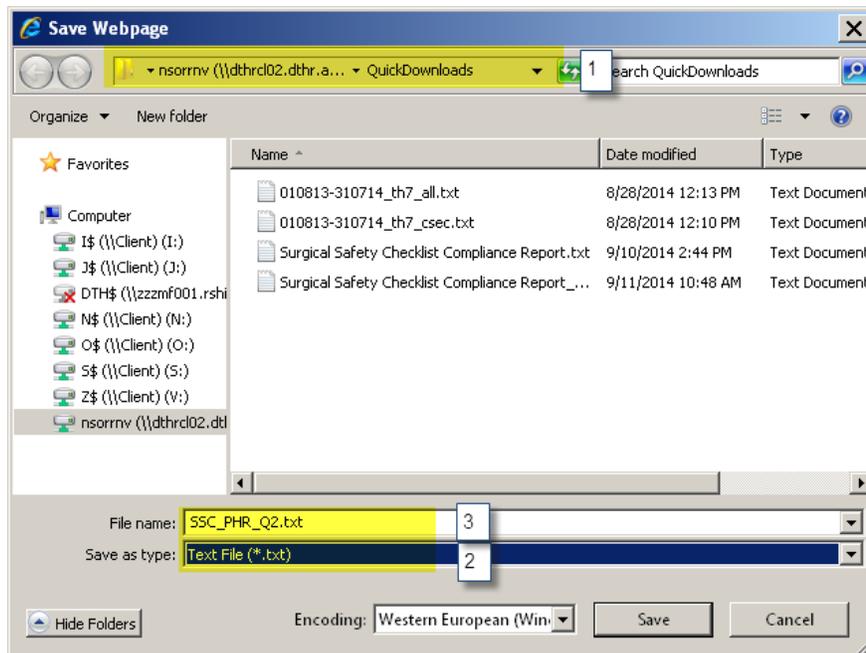Word is preparing to background save SSC_PCH_Q12014.doc:

- Document is now saved on your computer and ready to be attached to an email

Option 2 – Submit as a Text Document (only if option 1 does not work)

- Via Web browser click **File**
- **Save As**

- Box appears and you must do the following changes:

1) **Change or make note** of the drive/folder the document will save in
2) **SAVE as TYPE** must be changed to TEST FILE
3) Change **file name** to something meaning full such as SSC_PHR_Q2

- Document is now saved on your computer and ready to be attached to an email

If you are having any issues with this process please contact Tammy Dodge via interoffice email.