Directions on how to enter yearly data:

1. Go to <u>http://www.edbenchmarking.org/</u> and login with your credentials using the form in the upper right-hand corner



- 2. Navigate to the "Members" tab in the main navigation
- 3. Click on the "Yearly Data Entry" link in the sub navigation

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		I. Navigate to the mem	bers tab
EDUCATION			
EDBA NEWS		Save my informati	ion 🕨
MEMBERS	Facility Name (what you would like shown on		
Yearly Data Entry 🕨	your reports):	+	
ListSe Archive	Facility	Select Facility	V
Listserv Escussions	Reporting Time Period (Year):	2013	
Members Only Documents	Yearly Volume:		
mber Antiouncements	Facility Type:	Select Facility Type	
	Facility Location	Select Facility 13 the Fill out form	
lick the Year	IV Date Entry linkademic Sile?	Select Acedemic Site	
	Academic Affiliation:	Select Affiliation	
	Trauma Level:	Select Trauma Level	
	CPT Acuity (Level 4-5 and CC as a percent of §		
	pts seen):		
	Percent of Patients Under 2 Years of Age: 🐿		
	Percent of Pediatric Patients:		
	Percent of Pediatric Patients: Percent of Pediatric Patients Admitted:		
	Percent of Pediatric Patients: Percent of Pediatric Patients Admitted.		=

- 4. Fill out form with your information you will need to fill out a separate form for each of your facilities. Choose the facility from the drop down boxes. If you don't see one of your facilities in the drop down box, please call Tara at 302-420-5407.
- 5. Choose to save information to return at a later time if you wish or
- 6. Submit data for review
 - a. Please note that all fields must be filled out prior to submission. Also, the checkbox must be checked to ensure you're ready for submission
- 7. That's it you're done!

Any data specific questions should be forwarded to Jim Augustine, MD at <u>jaugustine@emp.com</u>, any other issues/questions (log on issues, facility missing, etc), please contact Tara Owens at <u>towens@christianacare.org</u> or 302-420-5407.