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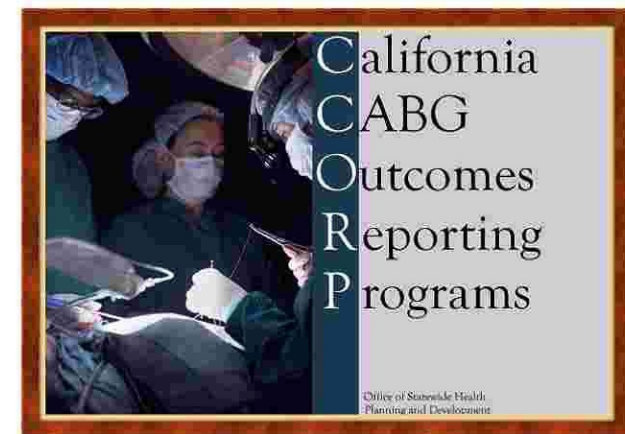
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Quick Start Guide



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This quick reference guide helps you get started with CCORP Data Entry Application and walks you through the steps for installing the CCORP application. You need to have a valid HOSPITAL ID and the CCORP application CD from OSHPD prior to accessing the application.

Install CCORP Application

Step 1: Insert the CCORP Application CD into the CD Drive of the computer on which the application needs to be installed.

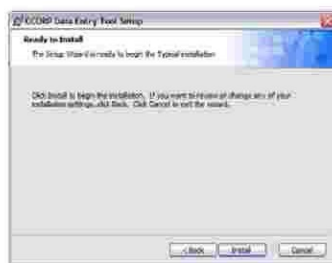
Step 2: Double click on the CCORP folder in the CD.

Step 3: Double click on the Setup of the Application. This opens the setup wizard.

Step 4: Click on 'Next' to continue setup or on cancel to exit the wizard anytime during installation. Also choose the setup type that best suits your needs.



Step 5: Click on Install for the wizard to start installing the Application.



Step 6: Once Installation is complete click OK on the 'Installation is Complete' Message window.



Step 7: Click OK on the 'CCORP Data Entry Tool Setup has completed successfully message window.

Step 8: Go to 'Start' menu and select 'All Programs'. Click on the CCORPAPP.

Step 9: The application locates the CCORPEnt.mdb twice to be linked to the application. Click on OK when the application opens the 'All links were restored' message window.



Step 10: The Application opens the CCORP splash screen. Click on OK to go to the Hospital Information screen.



Step 11: Enter the Hospital ID and other information and then click on 'Save'. Now the Application is ready for new surgery records to be saved.

Create New Surgery record

For creating a new surgery record, the user needs to add a surgeon to the surgeon list. The surgeon should have a valid California License Number.

Step 1: Go to the 'Application' tab of the tool and select 'Surgeon list'.



Step 2: Click on 'Add' to add a new surgeon to the records.

Step 3: This opens the 'Add Surgeon' pop up window.



Step 4: The user enters the Surgeon's Last Name, First Name and Middle Initial and the Physician's California License Number.

Step 5: Go to the 'Application' tab of the tool and select 'Surgery file'.

Step 6: Click on 'New' in the Surgery window to add a new surgery record.

Step 7: The 'Add new Surgery' window pops up. The user Enters the MRN and the Date of Surgery to create a new surgery record.

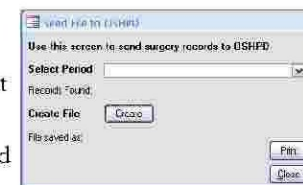


Step 8: The user can proceed entering data into the data field.



Export to OSHPD

For exporting a file to OSHPD go to 'Application' tab and select 'Send to OSHPD'. The application opens the 'Send file to OSHPD' Window.

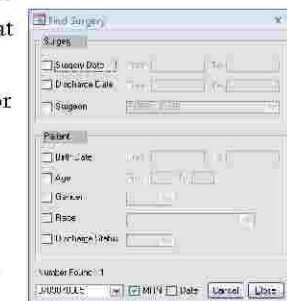


Select a period for the record to be created and then click on 'Create'.

Find Surgery Records

The 'Find' function helps the user to search for entries that meet the required criteria. Either one specific criteria or a combination of criteria.

Step 1: Click 'Find' to open the 'Find Surgery window'.



Step 2: Select the criteria by which the surgery record needs to be found.