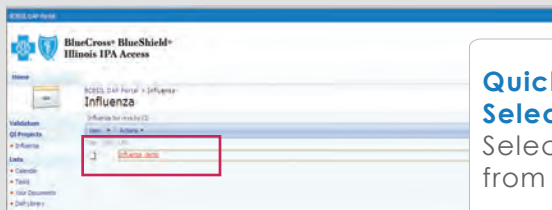
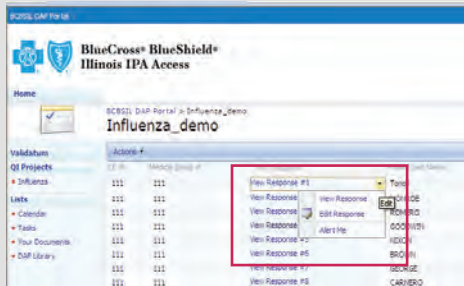


**Quick Tip 1
Access the Survey List**
Access your QI Projects by selecting the "QI Projects" button on the IPA Access Portal Homepage. Access and edit 24/7, anytime while the project is open.



**Quick Tip 2
Select the Survey**
Select your desired project from the Project List.



**Quick Tip 3
Select Survey Records**
Select a record from the patient list by clicking on their "View Response" entry.

Select "View Response" for a read-only view, or Select "Edit Response" to modify the record.



**Quick Tip 4
View the Record**
In "View Response" you may not change or modify record in any way.

You are not required to view the record in advance and may go directly to "Edit Response"

**Quick Tip 5
Modify the Record**
In "Edit Response" view (Respond to this Survey) prepopulated data fields cannot be changed.

Red asterisk * indicates a required field.

"Next" button will save changes and take you to next survey question.

Use "Back" button to go back to a previous question. (Click "refresh" before you make a change to the data.)

Use "Save" button to save your data and return to patient list.

When entering dates, you may enter the date directly, or use the calendar function.

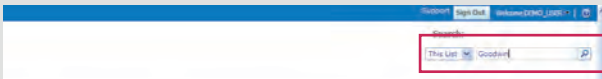


**For questions relating to HMO QI, please contact:
Issa Webb @ (312) 653-2435.**

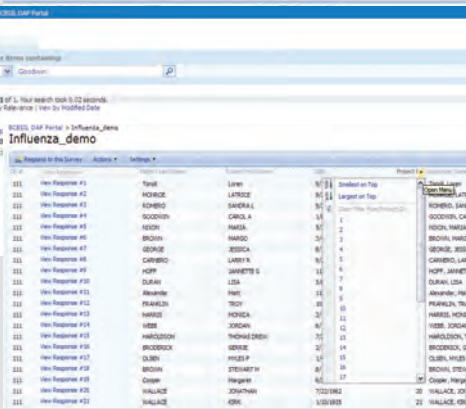
**For technical question relating to the portal, please contact:
George Mirov at MXOtech @ (312) 212-8091.**



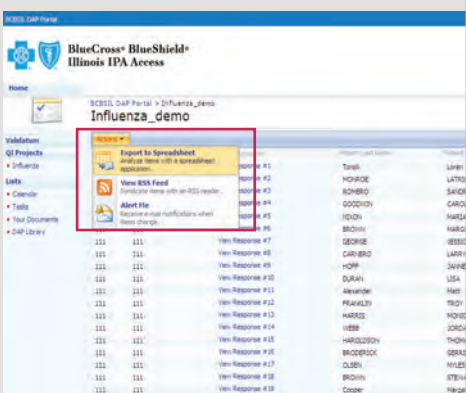
Quick Tip 6
Info for "No or Unknown"
A "no" or "unknown" question may generate additional questions to clarify the survey answer.
Many or all of these may be required fields, as indicated by a red asterisk *.



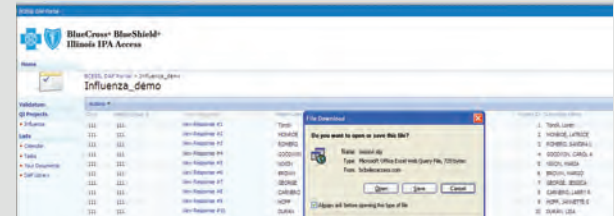
Quick Tip 7
Using Global Search
Search for a record by typing the patient's name into the search box. You may also conduct a filtered search.



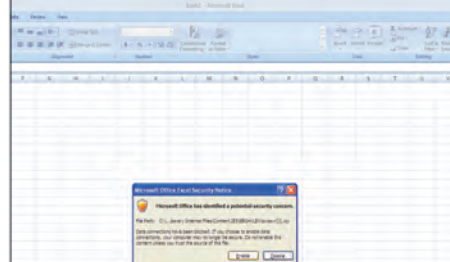
Quick Tip 8
The Actions Tab
Use the "Actions" Tab to export file, view RSS feeds, or create alerts.



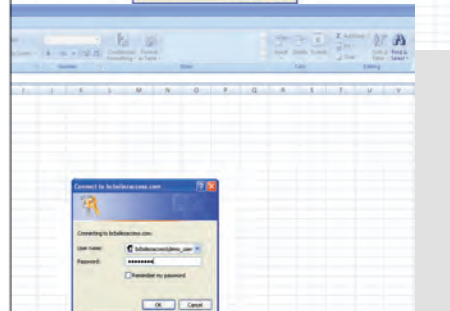
You may open the list file as an M\$Excel document, or save it to your desktop or network.
The spreadsheet may then be manipulated, sorted, and used to generate graphics and charts as with other Excel files.



Quick Tip 9
Downloading the Spreadsheet
After selecting "Save" you will see a series of prompts.
When prompted, select "Enable" to allow the data connection from the security prompt.



Re-login to your QI Projects account when prompted.
Save the spreadsheet to your desired location and manipulate as needed.



Quick Tip 10
Check Completion Status
First, check total number of records. Then, use Ctrl F and type 10 to check completion status.

