

APCC – Local Topics

What to do when

1) Data Submission

- Canning Tool extraction is done on first Wednesday of each month (except for Jan 2010 which is Jan 13th 2010 and Jan 2011 which is Jan 12th 2011)
- Once the data is imported from the Canning Tool you will need to initiate the automatic upload into the Web Portal (tab on Canning Tool to do this)

2) Improvement Model (PDSA cycles)

- Need to log on to the Internet (web portal should be saved in your favorites) need your user name and password
- Minimum of at least 2 PDSAs need to be manually typed into the Web Portal by the first Wednesday of each month.
- Ideally these need to be completed PDSAs
- At least 1 PDSA per topic is required
- Click on PDSA tab in Web Portal (4th tab along) on to enter PDSAs

3) Access Data

- There are 3 types of Access data that need to be completed (pt survey is only quarterly)
- These need to be collected manually using the Access excel spreadsheet and entered manually into the web portal
- Click on manual measures under “My Practice” tab on the web portal (on right hand side)
- Click on submit at the bottom of the page

3 rd Available Appointment	<ul style="list-style-type: none"> • Measure for each doctor • Use spreadsheet provided • Do 4 times in the month • Start on Mon for week 1, Tues for week two and so on
Unmet Demand	<ul style="list-style-type: none"> • Keep a manual tally sheet for 1 week documenting the amount of patients that are unable to get an appointment at all with any doctor in the practice • Use tally sheet provided
Patient Survey	<ul style="list-style-type: none"> • Survey needs to be <u>quarterly</u> • First one is Feb 2010, May 2010 ect • Download survey from APCC website