

LABORATORY ERRORS AND PATIENT SAFETY

Project: Model of Quality Indicator

INSTRUCTIONS TO INPUT DATA

1. Open Internet
2. Input: www3.centroricercabiomedica.it
3. Select:: Login input data

Log In	Log Out	Input Data	Summary of your Data
--------	---------	------------	----------------------

4. Input your Username and Password

5. Select: Login

To access input User Name - Password and Click Login

6. Select: Input Data

Log In	Log Out	Input Data	Summary of your Data
--------	---------	------------	----------------------

Session create.
Mario Plebani
 Prof. of Clinical Biochemistry - University of Padova
 Dept. of Laboratory Medicine
 University-Hospital
 Padova (ITA)
 mario.plebani@unipd.it

7. Select: YES to input your data of a specific month/year

To input your data choose the relative month and select YES

Month / Year	Active
February 2008	YES
March 2008	YES
April 2008	YES
May 2008	YES
June 2008	YES
July 2008	YES
August 2008	YES
September 2008	YES
October 2008	YES
November 2008	YES
December 2008	YES
January 2009	YES

8. Select: specific **QI** (QI-1 or QI-2 or QI-3.... see you *MQI* document)

To input your data choose the relative month and select **YES** Select QI , input your data and **SAVE**

Month / Year	Active	Quality Indicators
February 2008	YES	QI-1
March 2008	YES	QI-2
April 2008	YES	QI-3
May 2008	YES	QI-4
June 2008	YES	QI-5
July 2008	YES	QI-6
August 2008	YES	QI-7a
September 2008	YES	QI-7b
October 2008	YES	QI-7c
November 2008	YES	QI-8
December 2008	YES	QI-9
January 2009	YES	QI-10a
		QI-10b
		QI-11a
		QI-11b

Quality Indicator : QI-1

Number of requests with clinical question / Total number of requests (in percentage)

Data collection : A week per month per three months (February, April, June)
 Input data : Monthly

Number of requests with clinical question from general practitioners

9. Input: required data

Total number of requests from general practitioners

Percentage (Number of requests with clinical question from general practitioners / Total number of requests from general practitioners)

10. Select: the week in which you collected the data, where applicable

Week

Notes

11. Input: possible comments

12. Select: **Save Data**

13. Select: **Previous QI** or **Next QI** to continue

14. Select: **Summary of your Data**
to see or to print your input data

Log In		Log Out		Input Data		Summary of your Data
QI-1	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-1	February 2008				4	
QI-1	April 2008					
QI-1	June 2008					
QI-2	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-2	February 2008				4	
QI-2	April 2008					
QI-2	June 2008					
QI-3	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-3	February 2008					
QI-3	March 2008				8	
QI-3	April 2008					
QI-3	May 2008					
QI-3	June 2008					
QI-3	July 2008					
QI-3	August 2008					
QI-3	September 2008					
QI-3	October 2008					
QI-3	November 2008					
QI-3	December 2008					
QI-3	January 2009					
QI-4	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-4	February 2008					

15. Select: **Log Out** to shut the program

Log In		Log Out		Input Data		Summary of your Data
QI-1	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-1	February 2008				4	
QI-1	April 2008					
QI-1	June 2008					
QI-2	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-2	February 2008				4	
QI-2	April 2008					
QI-2	June 2008					
QI-3	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-3	February 2008					
QI-3	March 2008				8	
QI-3	April 2008					
QI-3	May 2008					
QI-3	June 2008					
QI-3	July 2008					
QI-3	August 2008					
QI-3	September 2008					
QI-3	October 2008					
QI-3	November 2008					
QI-3	December 2008					
QI-3	January 2009					
QI-4	Month/Year	Number	Total Nr.	Percentage	Week	Note
QI-4	February 2008					