



Clinical Data Abstractor Onboarding & Training Checklist

Your Tasks:

- Watch MACS Orientation [Video #1](#)
- Provide personal information to the MACS program coordinator for a sponsored UM employee account to access Qualtrics. You will then receive a unique name and password. Next, download DUO onto your cell phone.
- Watch MACS Orientation [Video #2](#)
 - Work on setting up your MACS patient master spreadsheet. Submit a ticket to your center's IT department to discuss the patient list that you need generated.
 - Provide a list of your hospital's acute care surgeons.
 - Provide a list of your hospital's acute care surgery services.
- Read the MACS Inclusion Case Examples document, attached to the email.
- Start MSQC self-paced training modules and two webinars during or after completion of MACS training videos.
- Watch MACS Orientation [Video #3](#) and [#4](#)
- Watch the video pertaining to 2021 MACS Data Dictionary and Qualtrics updates [here](#).

- Enter the sandbox to ensure that your center's surgeons and services are correct. Check for bugs.

- Watch MACS Orientation [Video #5](#) on how to perform data cleaning. Your 2021 data will be downloaded on the dates listed below. Please mark your calendar and have your data cleaned by the following dates:
 - Friday March 5th
 - Friday May 7th
 - Friday July 2nd
 - Friday September 3rd
 - Friday November 5th

- Q&A session with the MACS program coordinator

- Confirm center start date