



## 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](#). Review the MACS [Patient Selection Criteria](#) document.
  - 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.
- Watch MACS Orientation [Video #3](#) and [#4](#).
- Read the [MACS Inclusion Case Examples document](#).
- Watch the video pertaining to the 2021 MACS Data Dictionary and Qualtrics updates [here](#). Then watch the 2022 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. A data cleaning steps checklist is located [here](#).

Your 2022 data will be downloaded on the dates listed below. Please mark your calendar and have your data cleaned by the following dates:

- Friday, Jan 7th
- Friday, Mar 4th
- Friday, May 6th
- Friday, Aug 5th
- Friday, Nov 4th

- Q&A session with the MACS program coordinator

- Start MSQC self-paced training modules and two (optional) webinars during or after completion of MACS training videos.

- Confirm center start date