

Lancet Technology, Inc.

Training

2010

3 FOR 2  
ON ALL  
COURSES\*  
*\*See inside for  
details.*

Customizable, flexible and effective  
training to meet your needs!

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# Our Approach

At Lancet Technology, we understand that the success of any data solution is dependent on properly trained end-users and administrators. For this reason, we offer a wide variety of training solutions that are designed to meet your needs, schedule and, perhaps most importantly, budget. From standard classes which are offered throughout the year in our Boston headquarters to customized online training sessions conducted over the internet and everything in between, we have a solution that is right for you. Browse this brochure and then contact us to discuss your unique training needs. Together, we will come up with a solution that works for you.

## The Benefits of Lancet Training

The benefits of Lancet training are numerous, including:

- Improved data analysis
- Improved data collection
- Improved system design
- Improved QA/QI/CQI implementation
- Peer networking
- Increased return on investment (ROI)

## Onsite Training vs. Online Training

Onsite and online training each offer unique benefits as shown in the tables below.

### Onsite

- Face-to-face interaction
- Group environment
- Longer and more intensive classes
- Instructor can spend time reviewing your system

### Online

- Shorter class length means there is less to learn and absorb.
- More time to practice between sessions.
- More flexible scheduling. Schedule with short notice.

## Special Savings!

### BOOK 3 STUDENTS FOR THE PRICE OF 2\*

At Lancet, we understand how important training is. That is why we are offering this special offer.

### REGISTER TWO STUDENTS FOR A CLASS AND A THIRD STUDENT ATTENDS FOR FREE.

Just browse through this brochure, select the course that you are interested in and call 800-3-LANCET or visit [www.lancettechnology.com/training](http://www.lancettechnology.com/training) to register.

#### \*Terms and Conditions

1. Students must register for the same class.
2. Offer does not apply to online classes.

To learn more regarding the benefits of Lancet training please contact a training representative at

**1-800-3-LANCET**

# Customized Training

We understand that training constitutes a major investment for your institution. We have designed our Customized Training program for institutions that have more specific or extensive training needs which are not covered by our standard courses. This program is especially well suited for large implementations requiring the training of a large number of individuals. However, it is equally suited for smaller sites.

## The Benefits

- A flexible program specifically tailored to your institution's requirements.
- You choose the time and place. When conducted at your own facility you save considerable travel related expenses. Or if you prefer, we can conduct the training over the Internet.
- Training is priced by the day, or in cases of Internet classes, by the hour.



For more information or to discuss your specific training needs please call and speak with a Lancet Representative at 1-800-3-LANCET

## 1. Initial Consultation

Needs are assessed.

## 2. Program Design

A program is designed that meets your individual requirements.

## 3. Delivery

Our training staff will schedule the training and handle all related administrative matters.

## 4. Evaluation

We will gather feedback from all students and managers to establish that the training objectives have been met.

## 5. Follow Up

Managers will be encouraged to follow up with students to ensure that they put their new knowledge into practice.

Your Lancet Training Advisor will keep in regular contact and offer ongoing support where necessary.

# Five steps to successful training.

# Course Summary

## Data Entry and Reporting

**Data Entry and Reporting** courses are critical to the success of your Lancet Data Solution. After all, what good is a data solution if you are unable to effectively and efficiently enter and analyze your data?

New users and managers responsible for providing reports will find these courses essential.

### Courses in this section include:

- Quick Start
- Basic Data Entry and Reporting
- Reporting Proficiency I
- Advanced Reporting
- Reporting Workshop

## System Design

The key to making your Lancet Data Solution work for you is designing and customizing it to meet your individual data collection and reporting needs. While Lancet Designers are always available to assist you with this important task, many institutions prefer to undertake the design and customization of their Lancet Data Solution themselves.

**System Design** classes will help you get the most out of your system.

### Courses in this section include:

- Learning System Design
- System Design Workshop
- Implementing an Effective QA/QI Program
- Rule Tables I
- Rule Tables II

## System Administration

While Lancet offers System Administration Services, most institutions choose to have their IS/MIS//IT department or program managers handle these duties.

**System Administration** classes will teach you everything you need to know to maintain your Lancet Data Solution and keep it secure!

### Courses in this section include:

- Advanced Reporting and System Administration
- Master Overview



## Quick Start

Using a tool without proper training can be both frustrating and dangerous.

In just a few short hours, this Internet based course will teach you everything you need to know to begin using your Lancet Data Solution safely and effectively.

### WHY ATTEND?

This course will provide you with the essential knowledge required to begin using your Lancet Data Solution.

### WHO SHOULD ATTEND?

Anyone required or interested in using, managing or supporting a Lancet Data Solution including: data entry persons, program/data managers, IT analysts, IT help desk staff, upper management.

### TOPICS COVERED INCLUDE:

- Configuring Personal Preferences
- How to create new data objects
- How to edit existing data objects
- Keyboard shortcuts
- How to run reports

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Enter data
- Edit data
- View data
- Change your personal preferences
- Run basic reports

### PREREQUISITES:

- None

### DATES OFFERED:

- Anytime! Call to schedule.

## Basic Data Entry and Reporting

This course is a more extensive version of the Internet based Quick Start course.

### WHY ATTEND?

This course will provide you with the essential knowledge required to begin using your Lancet Data Solution.

### WHO SHOULD ATTEND?

Anyone required or interested in using, managing or supporting a Lancet Data Solution including: data entry persons, program/data managers, IT analysts, IT help desk staff, upper management.

### TOPICS COVERED INCLUDE:

- Configuring Personal Preferences
- How to create new data objects
- How to edit existing data objects
- Keyboard shortcuts
- How to run reports

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Enter data
- Edit data
- View data
- Change your personal preferences
- Run basic reports
- Run intermediate level reports
- Modify basic reports
- Modify intermediate level reports
- Create basic populations
- Modify basic populations

### PREREQUISITES:

- None

### DATES OFFERED:

- Anytime! Call to schedule

# “The Advanced Report Writing class was GREAT!!! I learned so much.”

Jennifer Hurley, B.S., Trauma Registrar, Lahey Clinic • Advanced Reporting

## Reporting Proficiency I

Data is not worth collecting if you cannot effectively and easily report on it. **Reporting Proficiency I** is the first step to becoming a reporting expert.

### WHY ATTEND?

This course will provide you the skills that you need to easily and effectively produce your reports.

### WHO SHOULD ATTEND?

Anyone required or interested in using, managing or supporting a Lancet Data Solution including: data entry persons, program/data managers, IT analysts, IT help desk staff, upper management.

### TOPICS COVERED INCLUDE:

- Populations vs. Reports - What's the difference?
- Batching Reports
- Creating and modifying reports
- The various report types and how to use them.

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create and run basic and intermediate level reports
- Create and modify basic and intermediate populations
- Create report batches
- Know the difference between the various report types including: single variable, two-variable, multi-variable, issue-filter, exception, etc.

### PREREQUISITES:

- Basic Data Entry and Reporting

### DATES OFFERED:

- Monday, April 19, 2010
- Monday, September 20, 2010

## Advanced Reporting

Have you learned the basics and are now ready to move onto more advanced topics including complex time ,event and QA/QI related reports? Then this course is for you!

### WHY ATTEND?

This course will build upon the knowledge you acquired in Reporting Proficiency I and teach you how to create and modify more advanced and complex populations and reports

### WHO SHOULD ATTEND?

Anyone responsible for producing reports.

### TOPICS COVERED INCLUDE:

- Advanced population and reports
- Advanced report settings
- Issue filter and exception reports
- Data Cleaning
- Introduction to QA/QI via reporting
- How to use multiple reports to get different perspectives on the same issue.

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create and run advanced level reports
- Create and modify advanced level populations
- Create report batches
- Create complex time and event related populations and reports
- Use advanced reporting options

### PREREQUISITES:

- Reporting Proficiency I

### DATES OFFERED:

- Tuesday, April 20, 2010
- Tuesday, September 21, 2010

## Reporting Workshop

The **Reporting Workshop** will build upon skills acquired in **Reporting Proficiency I**. It is similar to **Advanced Reporting**. However, it is different in that it is essentially a Tailor Made class which geared towards students and institutions with very specific reporting needs. You will return from this course with the reports that are being requested of you.

### WHY ATTEND?

This course will provide you with the essential knowledge required to create and run your institution's required reports.

### WHO SHOULD ATTEND?

Anyone responsible for running reports on a regular basis.

### TOPICS COVERED INCLUDE:

- Advanced population and reports
- Advanced report settings
- Issue filter and exception reports
- Data Cleaning
- How to use multiple reports to get different perspectives on the same issue.

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Run the reports that are being requested of you.

### PREREQUISITES:

- Reporting Proficiency I

### DATES OFFERED:

- Anytime! Call to schedule.

# First Look - New Reporting Tools

Come join us and our gracious hosts at Santa Barbara Cottage Hospital in beautiful Santa Barbara, California for this special offering. You'll get a sneak peak at the long awaited, soon to be released new and improved reporting module

## WHY ATTEND?

This is our first introduction of the long-awaited enhancements to the reporting module. We will provide an indepth overview of the new module while also covering advanced concepts. This two day course is definitely not for beginners.

## WHO SHOULD ATTEND?

All advanced reporting users eager to get a first look and intense training on the new and improved reporting module.

## TOPICS COVERED INCLUDE:

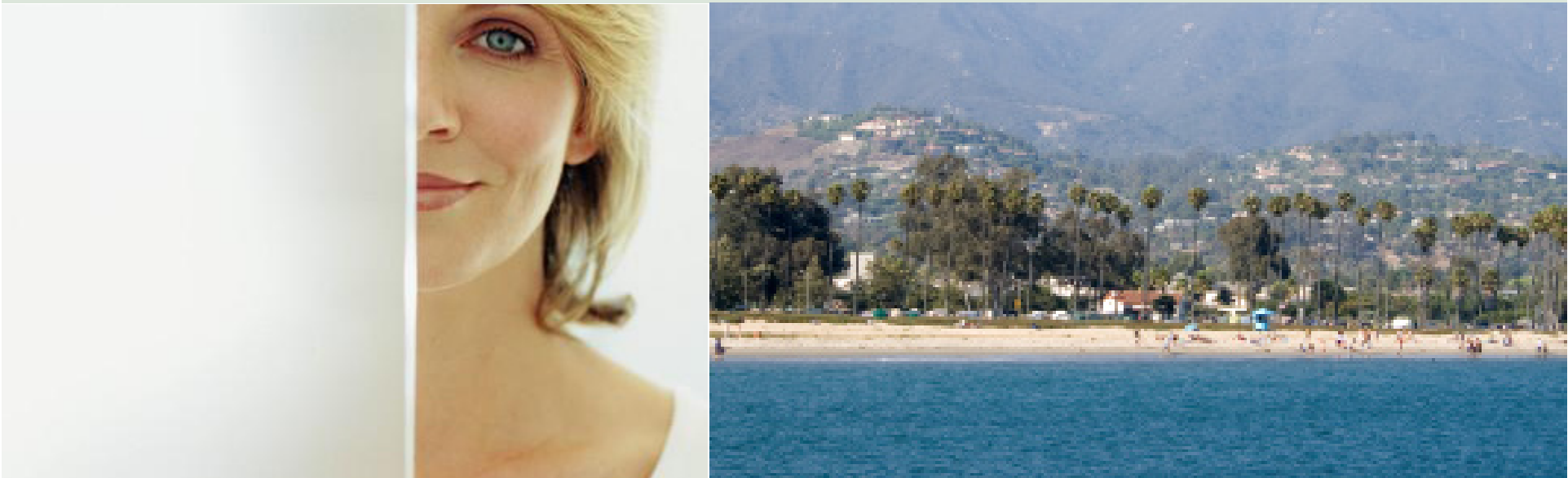
- New Count Report Type
- Populations as Variables
- Non-Patient based Time-Period Reports
- Plus much more!
- 

## PREREQUISITES:

- Reporting Proficiency I

## DATES OFFERED:

- Thursday, May 6th
- Friday, May 7th



SPECIAL OFFER • 3 STUDENTS FOR THE PRICE OF 2\*



## Learning System Design

Do you want to customize your Lancet Data Solution but don't know where to begin? This course is for you.

### WHY ATTEND?

This intensive course will teach the fundamentals of system design from data point selection to screen layout to pathway flow to reports.

### WHO SHOULD ATTEND?

System Administrators, Program Managers, Data Managers, IS/IT Analysts and anyone else interested in learning how to customize their Lancet Data Solution.

### TOPICS COVERED INCLUDE:

- The do's and don'ts of data point selection
- Proper page layout.
- Buttons and pop-up pages.
- Page Manager
- Rule Tables
- Much, much, more!

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create and modify data entry screens and pathways
- Create and modify simple rule tables
- Evaluate systems for proper design

### PREREQUISITES:

- Basic Data Entry and Reporting
- Reporting Proficiency I

### DATES OFFERED:

- Wednesday, April 21, 2010
- Wednesday, September 22, 2010

NOTE: This class leads right into the Rule Tables I class which is offered on the following day. Register for both and become a true wizard!

## System Design Workshop

Have you already attended **Learning System Design** and are ready to tackle more complex design issues? This workshop is for you.

### WHY ATTEND?

This three day workshop build upon the knowledge you acquired in **Learning System Design** and allow you to work on your specific system in an informal and supportive group environment.

### WHO SHOULD ATTEND?

Anyone interested in becoming an expert in System Design.

### TOPICS COVERED INCLUDE:

- Advanced design concepts
- Advanced Page Manager tools and concepts
- Advanced Rule Tables
- Advanced Paint Reports
- Data Schema

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create complex pages and pathways
- Create complex rule tables and edit checks
- Create complex painted reports.
- Design and implement a complex system from start to finish
- 

### PREREQUISITES:

- Basic Data Entry and Reporting
- Reporting Proficiency I
- Learning System Design

### DATES OFFERED:

- Anytime! Call to schedule.

“...training was intense, exciting and innovating...”  
Judith A. Smith, R.N., B.A., EMS Trauma Coordinator, Contra Costa EMS • Advanced Reporting

## Implementing an Effective QA/QI Program

Implementing an effective QA/QI program is critical to your success. Learn how to do it right from experts who have done it before.

### WHY ATTEND?

This course will teach you everything you need to know to implement or improve your existing QA/QI program.

### WHO SHOULD ATTEND?

QA/QI managers, data managers, program managers, upper management

### TOPICS COVERED INCLUDE:

- What is QA/QI?
- Setting benchmarks
- Tracking issues and follow up
- Drilling down with customized reports
- Automatic vs... manual issue flagging

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Design an effective QA/QI program
- Customize your Lancet Data Solution to make your program a success
- Create and modify your QA/QI reports
- Modify your data entry screens and pathways

### PREREQUISITES:

- Reporting Proficiency I
- Reporting Workshop (or Advanced Reporting)
- Learning System Design
- Advanced Reporting and System Administration

### DATES OFFERED:

- Anytime! Call to schedule.

## Rule Tables I

Rules Tables are the most powerful component of your Lancet Data Solution. Learn how to harness their power with this course.

### WHY ATTEND?

This course will provide you with an intensive and comprehensive overview of rule tables

### WHO SHOULD ATTEND?

System Administrators, Program Managers, Data Managers, IS/IT Analysts and anyone else interested in learning how to customize their Lancet Data Solution.

### TOPICS COVERED INCLUDE:

- Rule Table selection
- Rule Table creation and modification
- Common Rule Table pitfalls

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create and modify basic rule tables
- Understand the difference between various rule table types

### PREREQUISITES:

- Learning System Design

### DATES OFFERED:

- Thursday, April 22, 2010
- Thursday, September 23rd

## Rule Tables II

This course builds upon the knowledge you acquired in **Rule Tables I**.

### WHY ATTEND?

This course will turn you into a Rule Table expert!

### WHO SHOULD ATTEND?

System Administrators, Program Managers, Data Managers, IS/IT Analysts and anyone else interested in learning how to customize their Lancet Data Solution.

### TOPICS COVERED INCLUDE:

- Advanced Rule Tables
- Implementing complex rule tables
- 
- Much, much, more

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create complex Rule Tables
- Create Rule Tables for use as edit checks

### PREREQUISITES:

- Learning System Design
- Rule Tables I

### DATES OFFERED:

- Anytime! Call to schedule



## Advanced Reporting and Basic System Administration

Improve your reporting skills while acquiring system administration skills

### WHY ATTEND?

This course will build upon skills acquired in **Reporting Proficiency I** while also teaching you the basic system administration skills.

### WHO SHOULD ATTEND?

Anyone required or interested in using, managing or supporting a Lancet Data Solution including: data entry persons, program/data managers, IT analysts, IT help desk staff, upper management.

### TOPICS COVERED INCLUDE:

- Advanced population and reports
- Advanced report settings
- Adding and disabling user accounts
- Resetting user passwords
- Modifying use privileges.

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Create and run advanced level reports
- Add new user accounts
- Disable existing user accounts which are no longer needed
- Reset user passwords
- Set user privileges.
- Examine Audit Logs

### PREREQUISITES:

- Reporting Proficiency I

### DATES OFFERED:

- Anytime! Call to schedule.

## Master Overview

This is a comprehensive three day course designed to give you a broad overview of your Lancet Data Solution.

### WHY ATTEND?

This course will teach you everything that you need to know to feel comfortable with basic concepts in all areas of your Lancet Data Solution from entering data to reporting and everything in between.

### WHO SHOULD ATTEND?

Anyone required or interested in using, managing or supporting a Lancet Data Solution including: data entry persons, program/data managers, IT analysts, IT help desk staff, upper management.

### TOPICS COVERED INCLUDE:

- Data Entry
- Reporting
- System Design and Customization

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Enter, edit and view data
- Create, modify and run reports
- Perform basic customizations

### PREREQUISITES:

- None

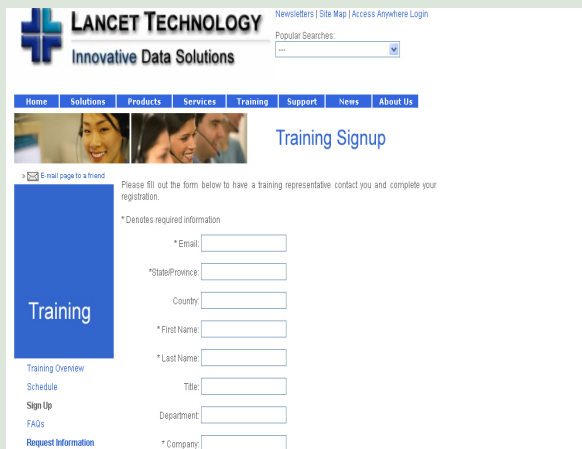
### DATES OFFERED:

- Anytime! Call to schedule.

# Booking Information

## Book your training online

The quickest and easiest way to book any training course is online via our web site. Just go to [www.lancettechnology.com/training](http://www.lancettechnology.com/training) and click on the **Sign Up** link on the left hand side of the screen. The following step by step guide will show you how.



The screenshot shows the Lancet Technology website's Training Signup page. The header includes the Lancet Technology logo and navigation links: Home, Solutions, Products, Services, Training, Support, News, About Us. The main heading is "Training Signup". Below the heading is a form with the following fields: \*Email, \*State/Province, Country, \*First Name, \*Last Name, Title, Department, and \*Company. A sidebar on the left contains links for Training Overview, Schedule, Sign Up, FAQs, and Request Information.

### PREFER TO CALL?

Not a problem. Call us today at 800-3-LANCET.

### STEP 1 - GO TO OUR WEB SITE

Go to [www.lancettechnology.com/training](http://www.lancettechnology.com/training)

### STEP 2 - CLICK ON SIGN UP

Click on **Sign Up** on the left hand side of screen.

### STEP 3 - ENTER YOUR INFORMATION

Enter your contact information so that a Lancet Representative may contact you.

### STEP 4 - CONFIRM

A Lancet Representative will call you to confirm the course, date and location.

Don't delay. Sign up today!

## Terms and Conditions

### PAYMENT

All fees must be paid at the time of booking. Major credit cards are accepted

### CANCELLATIONS

Course fees are fully refundable if cancellation notification is provided 30 business days in advance of course dates; 50% will be refunded for notification of at least ten business days. Cancellation requests received for less than 10 business days in advance of the starting course date will be invoiced for the full course cost.

In the event that you cannot attend a confirmed class and need to transfer to a later date, it is appreciated that you give the same advance notice as contained in the terms of our cancellation policy above. As a courtesy, one transfer request will be provided per individual. A replacement course date must be selected within 6 months of the original course date. Second transfer requests will be denied. With notice, Lancet Technology, Inc. reserves the right to cancel courses within ten business days of the session start date. Upon cancellation, registrants will receive full refund of course fees.

### DIRECTIONS, ACCOMMODATIONS, QUESTIONS

Where applicable, registrants will be provided with directions and recommended accommodations along with a list of frequently asked questions and answers.

### 3 FOR 2 - TERMS AND CONDITIONS

1. Students must register for the same class.
2. Offer ends 7/30/2008
3. Offer does not apply to Internet based classes