Trauma Hospital Profile Instructions For Hospital Users

The Trauma Hospital Profile (THP) is an online repository of all the information surrounding a hospital's trauma designation application. The trauma program manager at each facility is typically authorized to access the THP. Only one account for each facility can be assigned to access the hospital's profile. If multiple people require access to the profile, a joint email should be used, such as trauma@hospital.com, and the password shared. This prevents multiple users from accessing the hospital's profile and overwriting each other's responses.

A user can only view the profiles for which they have been granted access. In the event that a user has purview over more than one trauma hospital, they may access all of those profiles using the same account ID and password. Each user can be assigned multiple roles (e.g., Trauma Program Manager and Site Reviewer), but again, can only view materials that have been specifically assigned to them.

User accounts are established using the user's email address as the account ID. Contact one of the trauma system designation coordinator for account changes.

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Establishing a Password

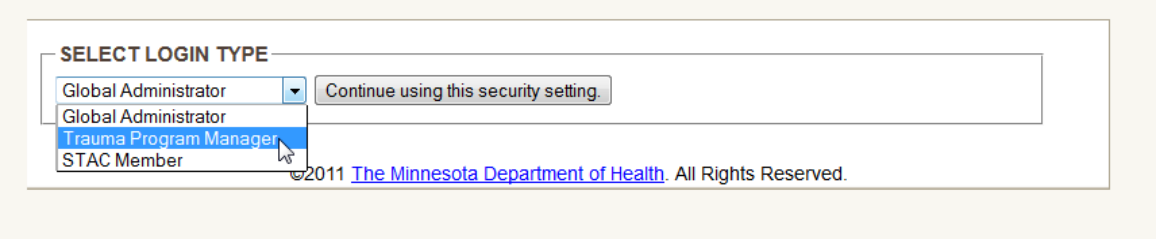
1. Open your internet browser and go to the trauma hospital profile. (If this link doesn't work, copy and paste this URL into your browser's address bar: https://traumasystem.web.health.state.mn.us/traumasystem/tcda/.) The application is optimized for Google Chrome and Mozilla Firefox.

2. Type your email address and click “Reset Password.” A temporary password will be sent to your inbox. Check you junk email folder too; it may have been intercepted as spam.

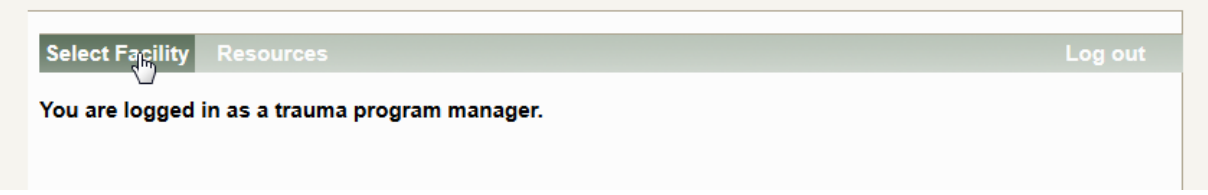
3. Copy and paste or transcribe the temporary password into the login form and click “Login.” You will be prompted to change your password. When copying and pasting, be careful not to copy and paste spaces. When transcribing, be careful to distinguish the letters from numbers that look similar.

Begin Building Your Profile

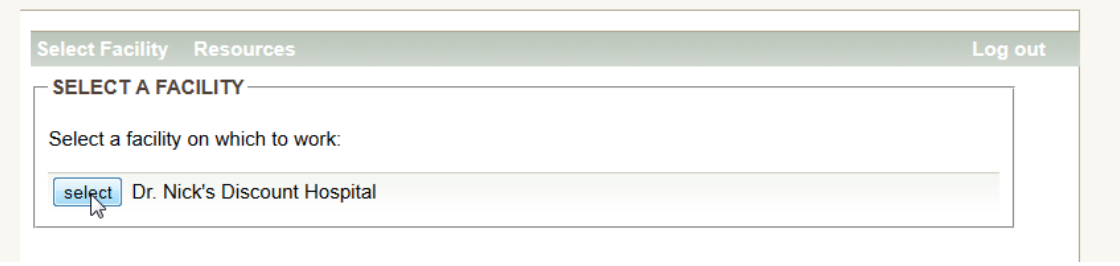
1. Once you are logged in, select the login type. Most users will have only one login type to choose from. But those who are site reviewers or members of the State Trauma Advisory Council may see additional options.



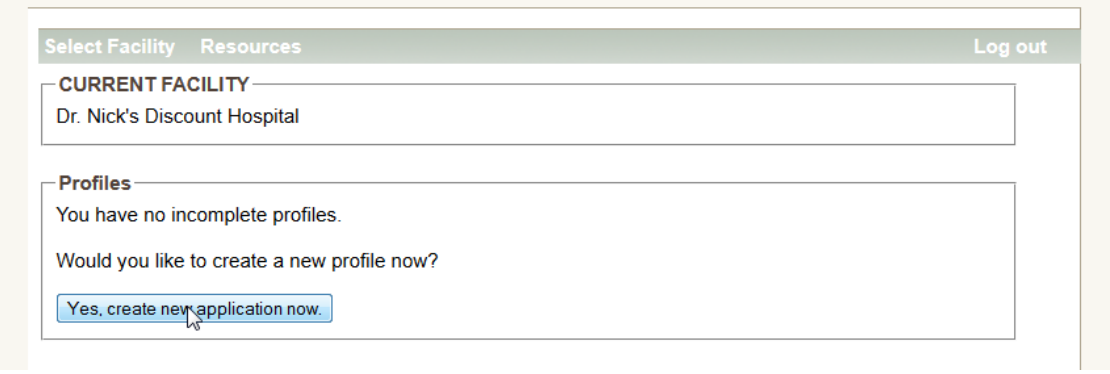
2. Click on "Select a Facility."



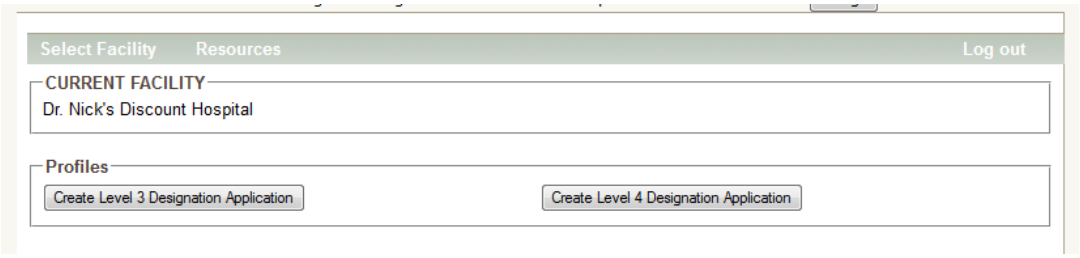
3. Select the facility. Most users will have only one facility to choose from. But those who serve as trauma program manager for more than one facility may have more options.



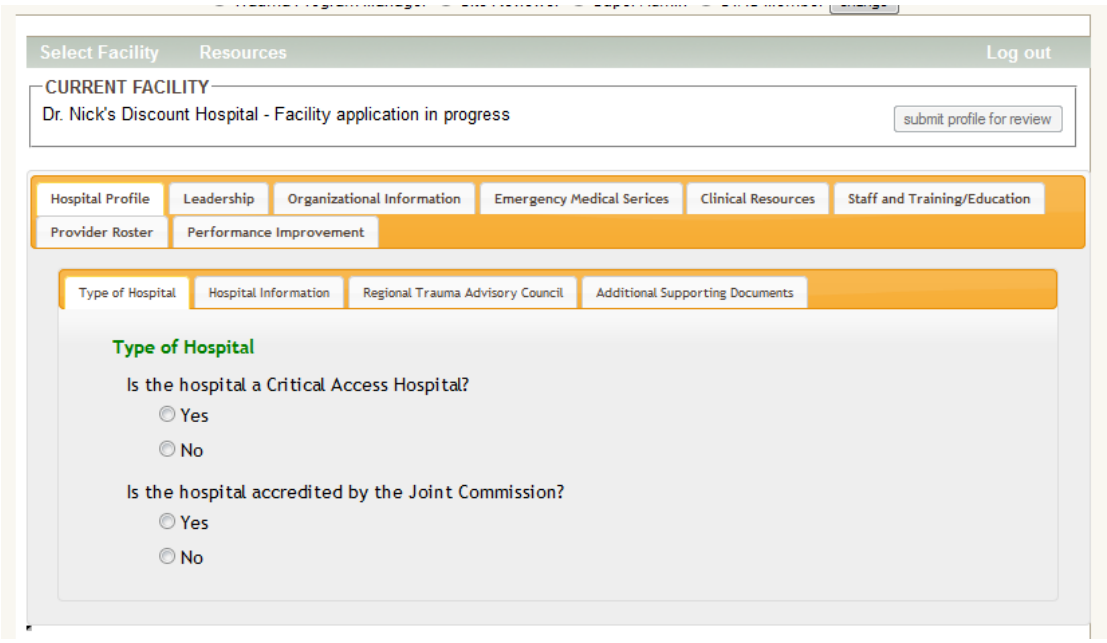
4. Since no profiles have been started, select "Yes, create new application now." (If you are returning to continue working on a profile that was started earlier, you will see an option to continue working on that profile instead.)



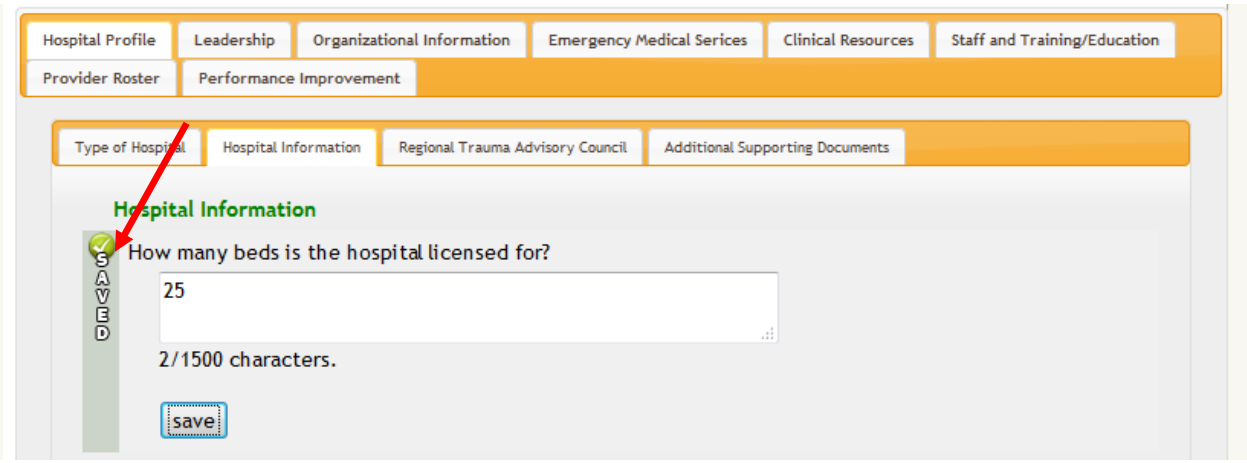
5. Select either the Level 3 or Level 4 application.



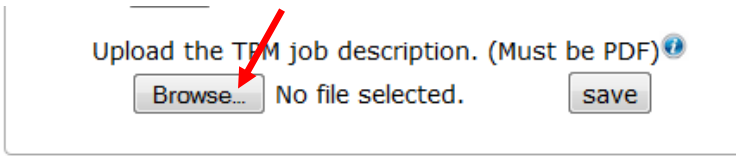
6. …and you're ready to go! Click on the tabs to navigate through the sections and subsections, addressing the questions as you go.



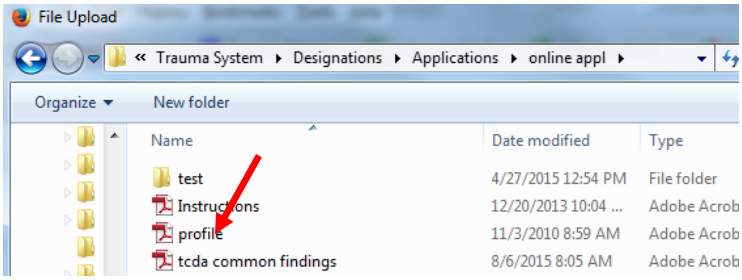
7. When you complete a question, click 'Save.' "SAVED" will appear in the right margin indicating that your response has been logged**. If you don't see the "SAVED" icon, your answer has not been saved!** You can overwrite your answer any time; just remember to click 'Save' again each time you make a change.



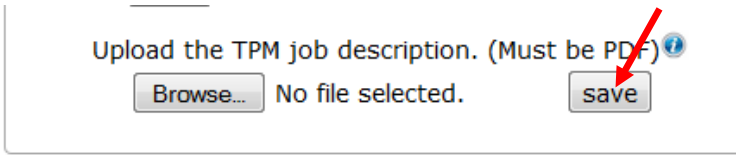
To upload documents, select 'Browse…"



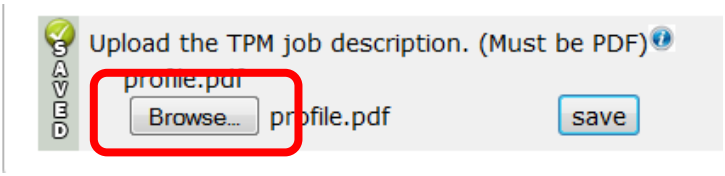
…and navigate to the file location on your computer.



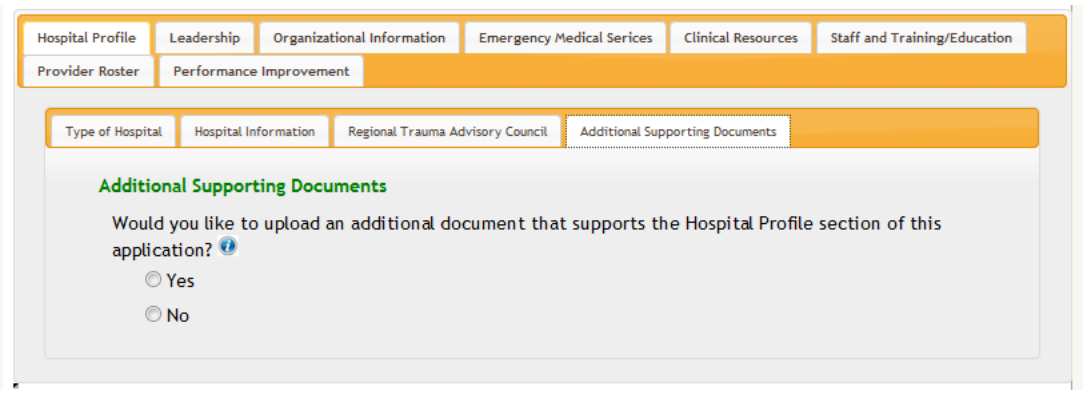
Select the file and click 'save.' All documents must be in PDF format.



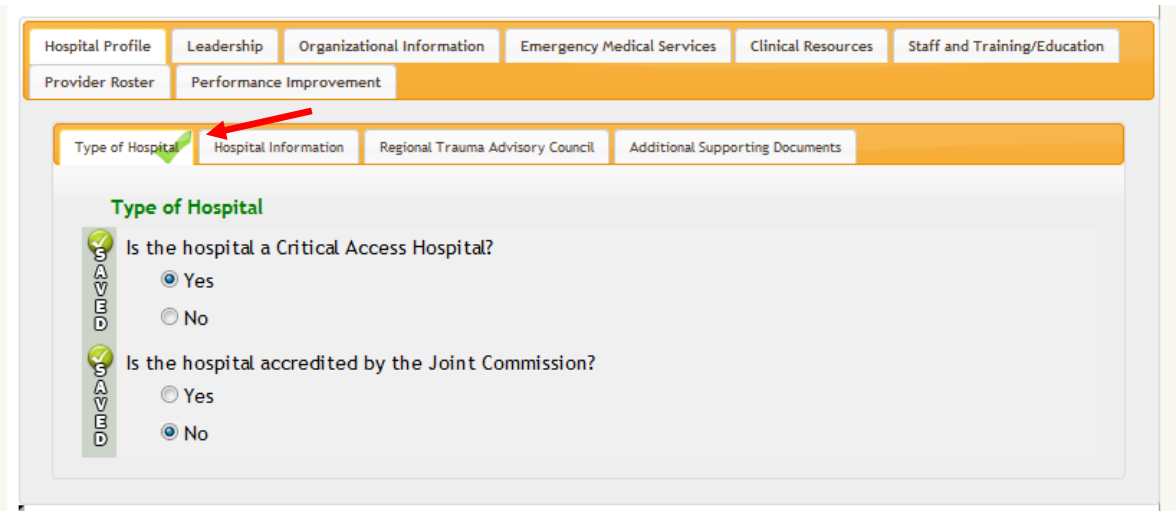
And the file name appears above the 'Browse…" button. You can overwrite attached documents by simply saving a new file in its place.



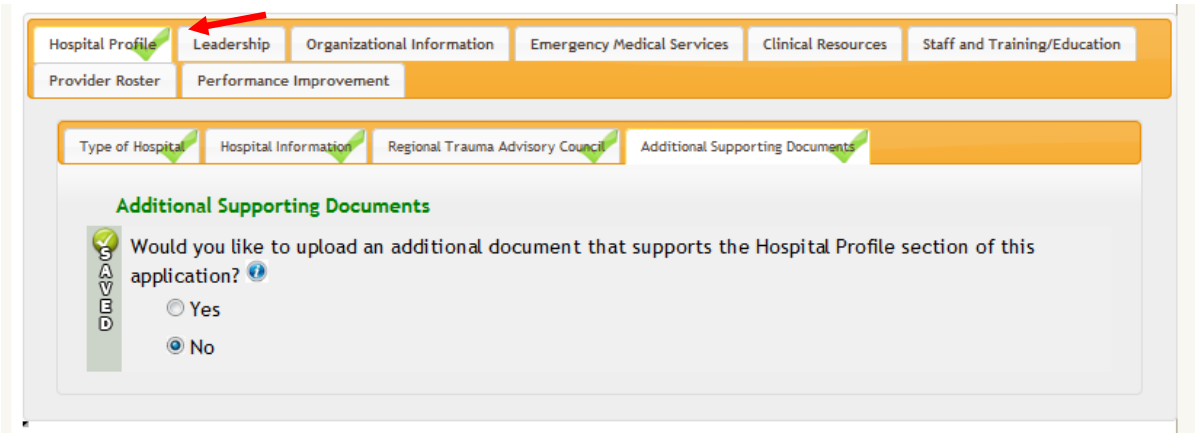
The last tab in each subsection will provide an opportunity to upload any other supporting documents that you would like to include with your application.



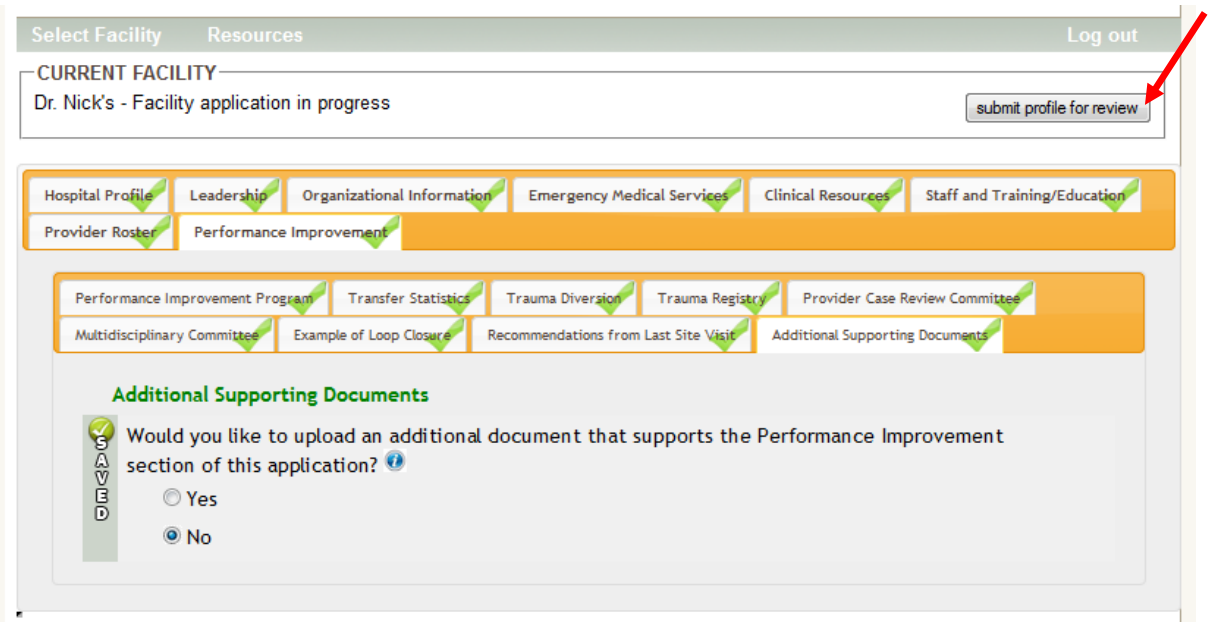
8. A green check mark will appear in the subsection tab when all of the questions in that tab completed.



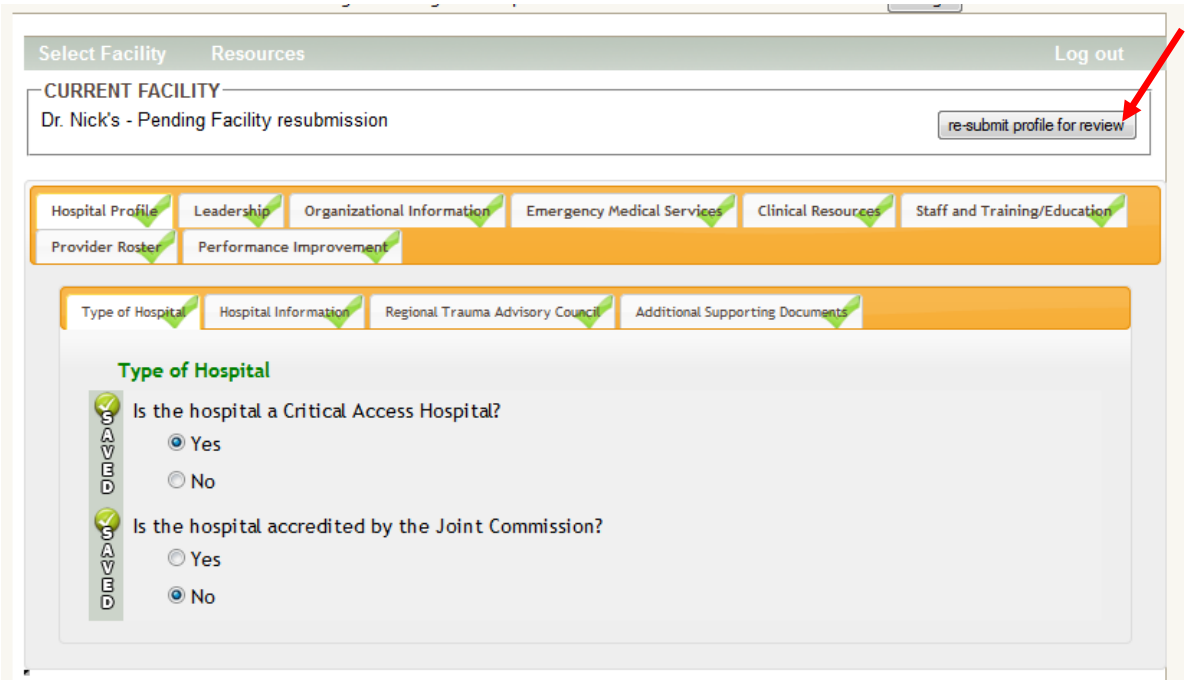
9. A green check mark will appear in the section tab when all subsection tabs in that section have been completed. All questions must be addressed before the profile can be submitted for review.



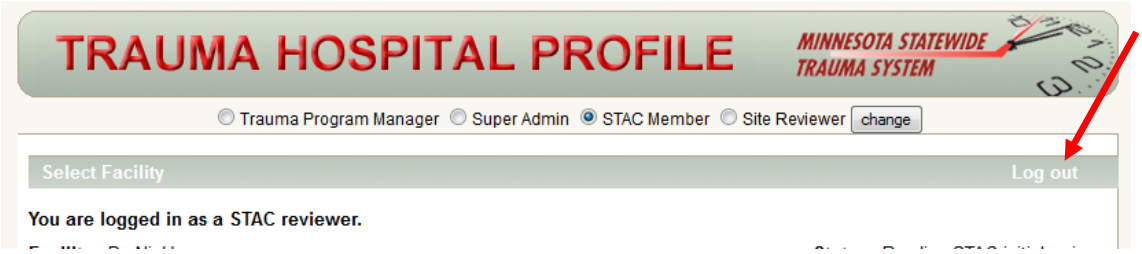
10. When you are ready to have your application reviewed by MDH trauma system staff, click "submit profile for review," indicating that you believe the application to be complete. You will receive an email confirming that the request for review has been sent and your profile will be locked, preventing further changes until MDH staff have completed their review.



11. After MDH staff have reviewed the profile and shared their recommendations for modifications with you, they will open the profile to you for editing. After modifying the profile, re-submit it for review. MDH staff will again be alerted. The profile may be re-submitted indefinitely until both you and MDH staff agree that it is complete. The profile is then locked for STAC review.



12. Log out when you are finished.



Pointers

13. You may log out and return later to complete the profile. (Remember that your profile should be complete within six months of the expiration of your hospital's designation.)
14. You may edit or over-write an answer anytime.
15. In text fields, avoid the use of quotation marks (" ") and the ampersand (&). These characters are not supported by the database server and may prevent the profile from being submitted.

16. Some users have reported difficulty using this application with Internet Explorer, particularly older versions (IE 9 and below). Additionally, organizations often configure the security settings in Internet Explorer to suit the needs of their internal applications. Those settings can prevent the THP from functioning correctly. For this reason, consider using Google Chrome or Mozilla Firefox.
17. Please share your suggestions about how to improve the functionality of the application and or to clarify any questions that are confusing or unclear.