
AAGL COEMIG Getting Started Guide

Overview

The Center of Excellence in Minimally Invasive Gynecology (COEMIG) program is designed to identify surgeons and institutions committed to providing quality minimally invasive gynecologic care.

To begin the COEMIG designation process, you must:

- Register as a user
- Log in
- Create a hospital account
- Complete all of the contacts
- Create a surgeon and a practice account
- Link the hospital, surgeon, and practice accounts together
- Complete the COE questionnaire
- Pay fee
- Submit the application

Almost all of this process involves entering information into Surgical Review Corporation's proprietary, online Center of Excellence (COE) system. This system allows you to register, create accounts, and submit your application. The website uses pop-ups and we recommend that you add the website to your list of secure sites and always allow pop-ups for <https://www.surgicalreview.org>.

Because the system sends all information through e-mail, please add "@surgicalreview.org" to your safe-sender list in your email application. If you do not know how to do this, ask for assistance from your IT administrator. You might also want to regularly check your spam or junk mail folder for blocked emails.

Currently, only the hospital account needs to apply for COE certification from SRC. However, surgeon and practice accounts need to be created and linked before you can access the COE questionnaire.

Registering

Currently with the AAGL COEMIG, a representative of the Hospital must register. Surgeons register through the AAGL itself. To register as a COE user, you must have a valid email account. In addition, the email account you enter must be unique for every registered user you create, whether that user represents a hospital, a practice, or is a surgeon.

To register as a COE user:

1. Open your browser and go to <http://www.surgicalreview.org/coemig/register/>
2. Click **Register a Facility Now**.
3. On the Create a Registered User page, enter the information requested and click **Create a Registered User**.
 - Required fields are marked with a red asterisk (*).
 - After you enter a Username, click **Check Availability** to make sure that name is not already in use.
 - On the registration page and throughout the system, use the tab key to move from field to field.
 - Make sure that you enter the email address correctly. Surgical Review will send an email address to this email account with a link that you must click in order to activate the new account.

When you receive the email, activate the account by clicking the link in the email. You will not be able to access the system, create accounts, or start an application until you do so.

Signing In

When you click the link in the email to activate your account, a web browser opens to a page that notifies you that your account is now active. This page includes a link that will take you to the Sign In page. Bookmark the Sign In page.

To log in to the AAGL COEMIG:

1. Open a browser and go to the page:
<https://excellence.surgicalreview.org/Login>
2. Enter your user name and password.
3. Click **Sign In**.

You can also access the system from the home page of the Surgical Review Corporation web site. On the right side of the page, look for the heading *Minimally Invasive Gynecology*. You might need to scroll down the page. Under the heading, click **Login**.

Creating a Hospital Account

Creating an account for a hospital includes adding contact information for multiple contacts and adding profile information about the hospital. The contacts include:

- An initial or main contact
- Administrative Program Coordinator
- Alternate contact
- Billing contact
- Marketing/PR contact

- Public contact (appears on the SRC website as the main contact for the practice)

The profile information that you need to provide covers Medicare acceptance, health system memberships, and whether the facility is an ambulatory surgical center.

When you start creating the hospital account, you are asked for the legal name of the hospital. This should be the same as the name used for tax identification purposes. In some cases, it can be different from the Facility Name.

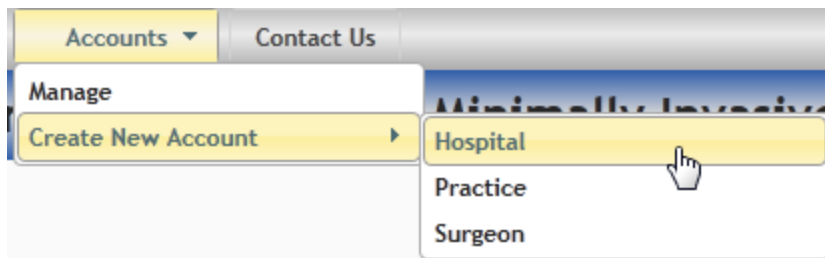
You provide the contact information and profile information by filling out forms on multiple web pages. Some information is required on each page, and no pages can be skipped. However, if the information is the same for multiple contacts, the AAGL COEMIG application allows you to select the name and automatically fill out many fields using a Quickfill Contact Information feature. Note that the person identified for each of these roles might receive emails from the system pertaining to the functions of that role. Thus, you want to make sure the person you enter as a Public contact actually functions in that capacity.

If you cannot enter all of the information necessary in one session, you can save the information entered and edit the account later.

To create a hospital account:

1. If necessary, log into the system. (For instructions, see [Signing In.](#))
2. Click **Accounts** > **Create New Account** > **Hospital**.

Figure 1: Accounts Menu



3. Enter the information requested and click **Save/Next** to continue (see [Figure 2](#)). You can use the tab key to move from field to field.

Figure 2: Hospital Account Information

Hospital Account

Account Information Step 1 of 7

Please enter the contact information for the person that will be the initial point of contact and primarily responsible for interacting with SRC on all aspects of the registration, application process, and continual compliance issues. This information should be kept current and up-to-date at all times.

Identification Information

Legal Name

Account Information

This is the Account contact information.

Facility Name <input type="text"/>	Country <input type="text" value="United States of America"/>
Salutation <input type="text"/>	Address Line 1 <input type="text"/>
First Name <input type="text"/>	Address Line 2 <input type="text"/>
Middle Name <input type="text"/>	City <input type="text"/>
Last Name <input type="text"/>	State/Province <input type="text" value="Please select..."/>
Suffix <input type="text"/>	Postal Code <input type="text"/>
Title <input type="text"/>	Email <input type="text"/>
Enter at least one contact phone number.	
Business Phone <input type="text"/> Ext. <input type="text"/>	Web Site <input type="text"/>
Direct Line <input type="text"/> Ext. <input type="text"/>	
Mobile Phone <input type="text"/>	
Fax <input type="text"/>	

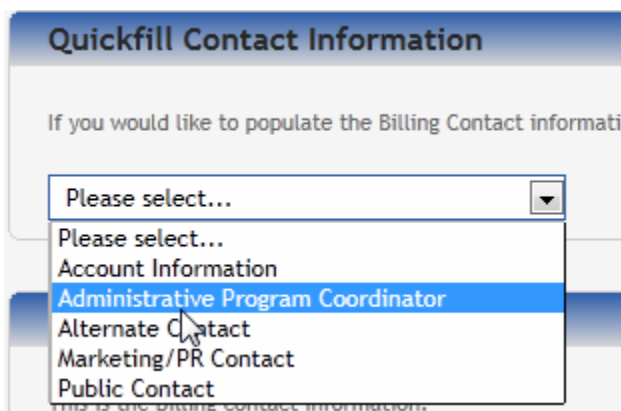
Required fields are indicated with a red asterisk (*).

When this step is complete, the system assigns an account number to the hospital. This number is displayed on the Manage Accounts page and the Profile page for the hospital. You will need this number in order to link the hospital account with any surgeons and practices.

To add other contacts:

1. If necessary, log into the system. (For instructions, see [Signing In.](#))
2. After the initial contact information is entered, you can add the information for the Administrative Program Coordinator and other contacts. Do one of the following:
 - a. If this contact is the same as the initial contact that was entered previously, select the name from the **Quickfill Contact Information** box. This feature is also useful if this contact shares some of the same information, as in the case of a different person working in the same office. In that case select the name that was used before and change the information that is different for this contact, such as the name fields.

Figure 3: Quickfill Contact Information



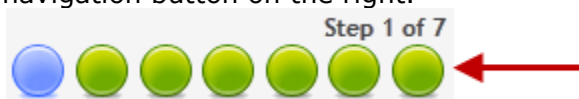
- b. If the information for the contact is not the same as that previously entered, enter the information requested.
3. Click **Save/Next** to continue.
4. Repeat steps 2 and 3 for each contact.

Using the Navigation Buttons

The navigation buttons serve two purposes. They indicate the progress you've made in creating the account, but you can also use the navigation buttons (see Figure 2) to move between the pages for each of the different contacts. However, if you enter data or make changes, always make sure you click **Save/Next** or **Save/Exit**. If you enter data and then click a navigation button for a different contact, you will lose your changes on that page. When you mouse-over a navigation button, pop-up text identifies the page that the button opens.

To complete the profile:

1. If necessary, log into the system. (For instructions, see [Signing In.](#))
2. If necessary, navigate to the Hospital Account Profile page by clicking the last navigation button on the right.



3. On the Hospital Account Profile page, select the appropriate answers. Depending on the answers, you might need to provide further information, such as a Medicare Provider Number.
4. Click **Save/Next** when you finish.

When you finish adding all contacts and complete the profile, the Account Summary page for this hospital displays.

Creating Surgeon and Practice Accounts

Creating surgeon and practice accounts is similar to creating accounts for hospitals. You need to provide contact information and add information to complete a profile (surgeon account only).

Surgeon accounts need only a main contact and an alternate contact. Practice accounts need information for:

- Main contact
- Administrative Program Coordinator
- Alternate contact
- Public contact (appears on the SRC website as the main contact for the practice)

To create the surgeon account:

1. If necessary, log into the system.
2. Click **Accounts > Create New Account > Surgeon**.
3. Starting with the Salutation field, enter the information requested and click **Save/Next** to continue. As before, required fields are marked with a red asterisk (*).
Note that the Surgeon Name field is not editable and is populated by what you enter into the Salutation, First Name, Middle Name, Last Name, and Title fields.
4. Enter the information requested for the Alternate contact and click **Save/Next** to continue. If some of the details for this contact are the same as information entered previously, select the contact entered previously from the **Quickfill Contact Information** box and then make the changes needed, such as changing the name.
5. On the Surgeon Account Profile page, select the appropriate answers to the questions. Depending on the answers, you might need to provide further information.
6. Click **Save/Next** when you finish.

The profile page for the surgeon displays when you finish creating the account. As with the hospital account, answer the questions in the profile and click **Save/Next**. The Account Summary page for the surgeon displays when you finish.

To create the practice account:

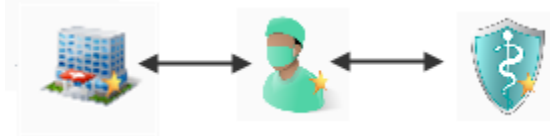
1. If necessary, log into the system.
2. Click **Accounts > Create New Account > Practice**.
3. Enter the information to identify the practice and the basic contact information, and then click **Save/Next** to continue. Required fields are marked with a red asterisk (*).
4. Enter the contact information for the Administrative Program Coordinator and click **Save/Next** to continue. If some of the details for this contact are the same as information entered previously, select the contact entered previously from the **Quickfill Contact Information** box and then make the changes needed.
5. Repeat step 4 for the Alternate contact and the Public contact.

The Account Summary page for the practice displays when you finish creating the account.

Linking Accounts

When all of the accounts have been created and completed, you need to link them before you can begin the certification questionnaire. The hospital and the surgeon need to link, and the surgeon and the practice need to link. The hospital does not need to link to the practice.

Figure 4: Linking relationships

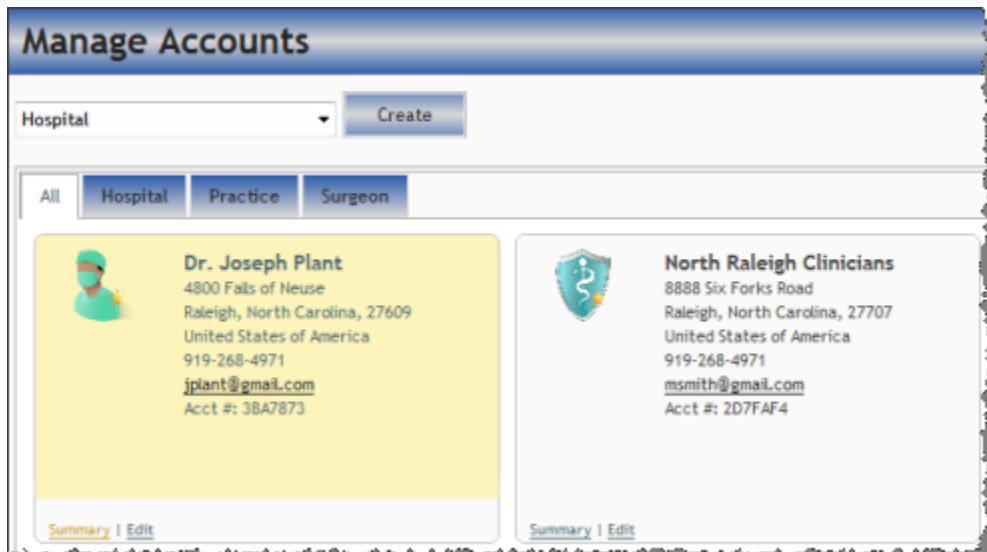


The link between the hospital and surgeon can be initiated by either party. You need to know the account number of the account to which you want to link.

To link the hospital and surgeon accounts:

1. If necessary, log into the system.
2. Click **Accounts > Manage**.

Figure 5: Manage Accounts





3. Click the account from which you want to initiate the link. The summary page for that account displays.
4. Click the **Linking** tab.

5. In the **Account Number** box, enter the number of the account to which you want to link.
6. Click **Initiate Link**. A linking request is sent to the other party. They must accept the request before the link is created.

To accept a linking request:

1. If necessary, log into the system.
2. Click **Accounts > Manage**.
3. Click the account that you need to link.
4. Click **Accept** under the Linking Options column. The hospital and surgeon accounts are now linked.

Practices	Status	Linking Options
North Raleigh Clinicians (2D7FAF4)		Deactivate
New Practice (2724A12)		Accept Reject

Working with the Application

Once you have linked the hospital and surgeon accounts, you can begin the questionnaire. The application is a series of questions relating to each of the AAGL COEMIG requirements. You must answer all of the required questions for each requirement before you can submit the application. However, you can go on to the next page and come back to an unfinished page.

Once you start the application process, the system automatically generates an application invoice and emails you a notification. The invoice itself can be found under the **Invoice and Payment** tab.

To start the application:

1. If necessary, log into the system.
2. Click **Accounts > Manage**.
3. Click the hospital account with which you want to work.
4. On the Summary page, click **Applications**.
5. Click **Create Application**. The Terms and Conditions page displays.
6. Click **Agree** and enter your full name on the blank.
7. Click **Save** to proceed. You can click **Decide Later** and still proceed to the questionnaire, but you must agree to the Terms and Conditions before you can submit the application.
8. Beginning with Requirement One, answer each of the required questions.

Figure 6: Hospital Application, Requirement 1

Hospital Application

Requirement One (1)
Institutional Commitment to Excellence in Minimally Invasive Gynecology

Requirement 1 of 10
Print Requirement 1 Print Hospital Application

Application Summary

Applicant facilities must demonstrate a commitment to excellence in the care of gynecologic surgery patients at the highest levels of the surgeon's practice and the facility's administration. This commitment includes privileging guidelines for advanced minimally invasive gynecologic surgery as well as documented, ongoing, regularly scheduled, in-service education programs in minimally invasive gynecologic surgery.

[Click here to read the qualifications for Provisional Status.](#)

Question 1.1
Which of the following supports your facility's commitment to patients undergoing minimally invasive gynecologic surgery? *

- Board of Directors
- CEO/COO
- Executive Committee, Medical Staff
- Executive Committee, Department of Surgery

Question 1.2
Are regularly scheduled in-service training programs provided for those who have direct contact with minimally invasive gynecologic surgical patients with an established and documented curriculum that educates personnel in appropriate patient care, including potential signs and symptoms of common gynecologic surgery complications? *

- Yes
- No

Who provides regularly scheduled in-service training programs? *


- Surgeon or surgical practice
- Facility

Answering the Questionnaire

On the Summary page for the account, you can view a list of Next Steps. This can help you see where you still have tasks to perform.


Keep the following in mind as you work with the application questions:

- There are 10 requirements, each with multiple questions.
- Depending on your answers, some questions may require more information.
- When you have answered all of the questions on a page, click **Save/Next** to go to the next requirement.
- You might not be able to finish the questionnaire in one session.
- You can leave a question unanswered and come back to it later, but you cannot submit the application until all questions have been answered.
- You can click **Save/Exit** to save your data and leave the questionnaire.
- If you click **Cancel**, any data you entered on that page since the last save is lost.
- You can use the navigation buttons to access different pages of the questionnaire directly. If you have not saved your data on a page, you will be prompted to do so when you click the button for a different page.

If you cannot answer all of the questions in one session, click **Save/Exit**. To continue later, go to the Summary page for the hospital, click the Applications tab and click **Edit** .


At any time, you can view the Application Summary page. The Application Summary page can help you find any missing elements.

To view the Application Summary:

1. Make sure you save the data for the page that you are on. Click **Save/Next**.
2. In the application window, click **Application Summary**  .

When you have answered the questions for all 10 requirements, completed all Next Steps, and paid the invoice, you can submit the application.

To submit the application:

1. If necessary, log into the system.
2. Click **Accounts > Manage**.
3. Click the hospital account with which you want to work.
4. On the Summary page for the hospital account, click **Applications**.
5. Click **Application Summary**  .
6. Click the **Submit** button.

Thank you for using this Getting Started Guide. If you have any further questions please contact the SRC Support Team at (877) 459-0710 or via e-mail at coemigfacility@surgicalreview.org. Training webinars are also available. Contact SRC training staff at Training@surgicalreview.org if you would like to set up a training session for your team on the COE system.