

Creating Clinical Sites

To prepare gather the demographic data you want to enter. This section is not intended for the entry of clinical instructors or preceptors but rather for other hospital contacts such as the department manager (s). The required fields for the data you must have ready to enter are shown here:

Clinical Trac Hospital Site Profiles

— Clinical Trac Hospital Demographics

Hospital Site:	<input type="text" value="Bon Temps Medical Center"/> * Required	Department Name:	<input type="text" value="Respiratory Care"/> * Required
Director's Title:	<input type="text" value="Title"/> ▼	Director's Suffix:	<input type="text" value="Suffix Name"/> ▼
Director's First Name:	<input type="text" value="Sookie"/> * Required	Director's Last Name:	<input type="text" value="Stackhouse"/> * Required
Middle Name:	<input type="text"/>	Nick Name:	<input type="text"/>
Office Phone:	<input type="text" value="734-555-1111"/> * Required	Cell Phone:	<input type="text" value="734-555-2222"/>
E-Mail Address:	<input type="text" value="sookie@btmc.org"/>	Street Address:	<input type="text" value="168 Merlotte St."/> * Required
Suite/Dept/Floor:	<input type="text"/>	City:	<input type="text" value="Bon Temps"/> * Required
State:	<input type="text" value="MI"/> ▼ * Required	Postal Code:	<input type="text" value="49242"/> * Required

1. From the left-side menu choose Assignments—> Hospital Sites.

2. From the Action column, choose “Add”.



3. Enter all the pertinent demographic information.

— Clinical Trac Hospital Demographics

Hospital Site:	<input type="text" value="Paradise Falls Health Center"/> * Required	Department Name:	<input type="text" value="Cardiop"/> * Required
Director's Title:	<input type="text" value="Title"/> ▼	Director's Suffix:	<input type="text" value="Suffix N"/> ▼
Director's First Name:	<input type="text" value="Dug"/> * Required	Director's Last Name:	<input type="text" value="Alpha"/> * Required
Middle Name:	<input type="text"/>	Nick Name:	<input type="text"/>
Office Phone:	<input type="text" value="817-478-6374"/> * Required	Cell Phone:	<input type="text" value="817-94-"/> * Required
E-Mail Address:	<input type="text" value="dug@pfhc.org"/>	Street Address:	<input type="text" value="123 Up"/> * Required
Suite/Dept/Floor:	<input type="text" value="200"/>	City:	<input type="text" value="Paradis"/> * Required
State:	<input type="text" value="State"/> ▼ * Required	Postal Code:	<input type="text"/>

State dropdown menu options: FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI (selected)

+ Clinical Trac Hospital 2nd Contact

Save Cancel

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4. Choose the 2nd blue bar titled “Hospital 2nd Contact” if you wish to add a second contact.

5. When done, select the “Save” button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, “Success: hospital site record saved successfully.” You will also see that the hospital name will appear in the “Site Name” column of the record.

+ Clinical Trac Hospital Demographics

— Clinical Trac Hospital 2nd Contact

2nd Contact Department:	<input type="text"/>
2nd Contact Title:	<input type="text" value="Title"/> ▼
2nd Contact First Name:	<input type="text" value="Russell"/>

6. You will now be able to use this site to put in your clinical instructors, assign students to rotations, and so on.

— Clinical Trac Hospital Site Account Profile

School	Site Name	Director
DEMO	Bon Temps Medical Center	Sookie
DEMO	Enterprise Medical Center	James
DEMO	Initech Community Hospital	Peter G
DEMO	Paradise Falls Health Center	Dug Al

Displaying 1 to 4 (of 4 records)