

# Portal Access Guide

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# 1. Creating an ACEP Account

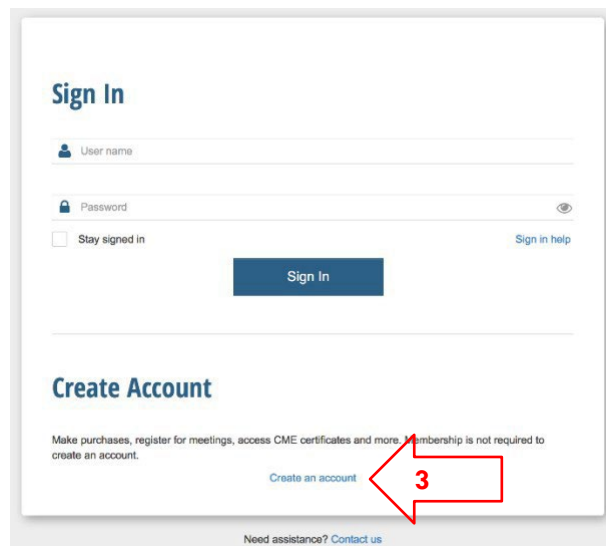
- Champions must have an ACEP account to gain Portal access.
- If you already have an account, please move to **Section 2: Accessing the E-QUAL Portal**.
- The numbered arrows on each screenshot correspond with the step number in each section/sub-section.

1. Visit the [E-QUAL Homepage](#).
2. Click the **green button** titled E-QUAL Initiatives Portal. You can also access by going straight to [equal.acep.org](https://equal.acep.org)
3. Click "Create an Account" at the bottom of the next page.
4. Follow the instructions on the account creation page and complete your ACEP account creation.

Topics ▾ Practice ▾ Education ▾ Advocacy ▾ About ACEP ▾

American College of Emergency Physicians / Quality / Emergency Quality Network (E-QUAL)

## Emergency Quality Network (E-QUAL)



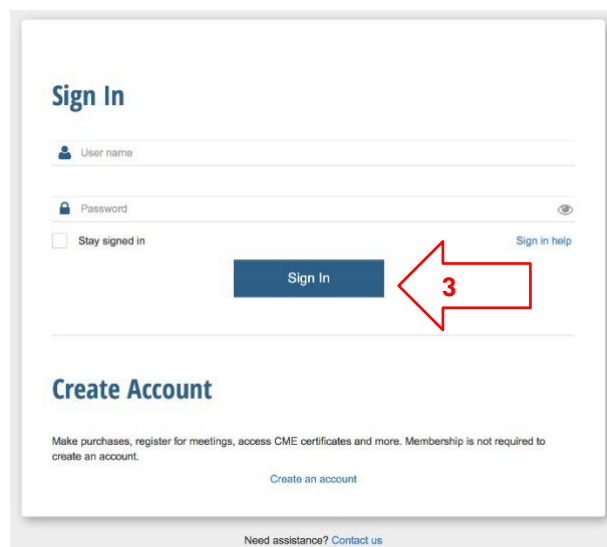
## 2. Accessing the E-QUAL Portal

1. Visit the [E-QUAL Homepage](#).
2. Click the **green button** titled E-QUAL Initiatives Portal. You can also access by going straight to [equal.acep.org](https://equal.acep.org)
3. Use your ACEP login credentials to sign-in.

[Topics](#) [Practice](#) [Education](#) [Advocacy](#) [About ACEP](#)

American College of Emergency Physicians / Quality / Emergency Quality Network (E-QUAL)

### Emergency Quality Network (E-QUAL)



### 3. Enrolling an ED Site

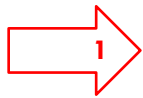
- All Champions will have to enter ED site details through the portal before gaining full access to each collaboratives' activities.
- If you are part of an ED group with multiple ED locations, **you must enroll each site as a separate entity**. Reach out to the E-QUAL team at [egaul@acep.org](mailto:egaul@acep.org) to link your sites to a larger group.

1. When you log in, you will be directed to a page titled **Request to Enroll My site to E-QUAL**. Find and select your site (ED) name. If you do not see your site, follow the guidance in Step 2. The E-QUAL team will receive a notification that you have requested to enroll, please allow for a small delay as we process your request.
2. If you do not see your site, select **I do NOT see my ED site** and type your site (ED) name and details. The E-QUAL team will receive a notification that you have requested to enroll, please allow for a small delay as we process your request.
3. You will receive an email notification once the E-QUAL Team approves of your request. Once logged in, navigate to the **Enrollment tab**, select the site(s), and then **Enrollment Questionnaire**. Fill out the short form and press submit.
4. Still on the **Enrollment tab**, select the site(s) again and select the **Initiative Enrollment**. Select the Initiatives you want your site to participate in.
5. Once the Enrollment Questionnaire and the Initiative Enrollment is complete, your site will be fully enrolled.




#### Request to Enroll My Site to E-QUAL

Thanks for your interest in E-QUAL. We need more information to get your site enrolled. Please fill out the information below and we will reach out to you. If you have any questions, [contact us](#).

 Site

#### Request to Enroll My Site to E-QUAL

Thanks for your interest in E-QUAL. We need more information to get your site enrolled. Please fill out the information below and we will reach out to you. If you have any questions, [contact us](#).

 Site

Site Name

Is your ED part of a larger group?

Country

Address Line 1:

Address Line 2:

City

State/Province  Zip/Postal Code

- Home
- Enrollment
- Initiatives
- Performance
- Initiatives
- Manage Champions

### Enrollment

Emergency and Hospital Group

2024

Enrollment Questionnaire

Initiative Enrollment

Add New Site

Site	Physician Group	Initiative	Questionnaire	Status	Action
<input type="checkbox"/>	E-QUAL Test Hospital 1		✓		⋮
<input type="checkbox"/>	E-QUAL Test Hospital 2	Opioid & Alcohol Use Disorder Initiative 2024, Stroke Initiative 2024, Venous Thromboembolism Initiative 2024	✓	Enrolled	⋮
<input type="checkbox"/>	E-QUAL Test Hospital 3	Venous Thromboembolism Initiative 2024	✓	Enrolled	⋮



- Home
- Enrollment
- Initiatives
- Performance
- Initiatives
- Manage Champions

### Enrollment

Emergency and Hospital Group

2024

Enrollment Questionnaire

Initiative Enrollment

Add New Site

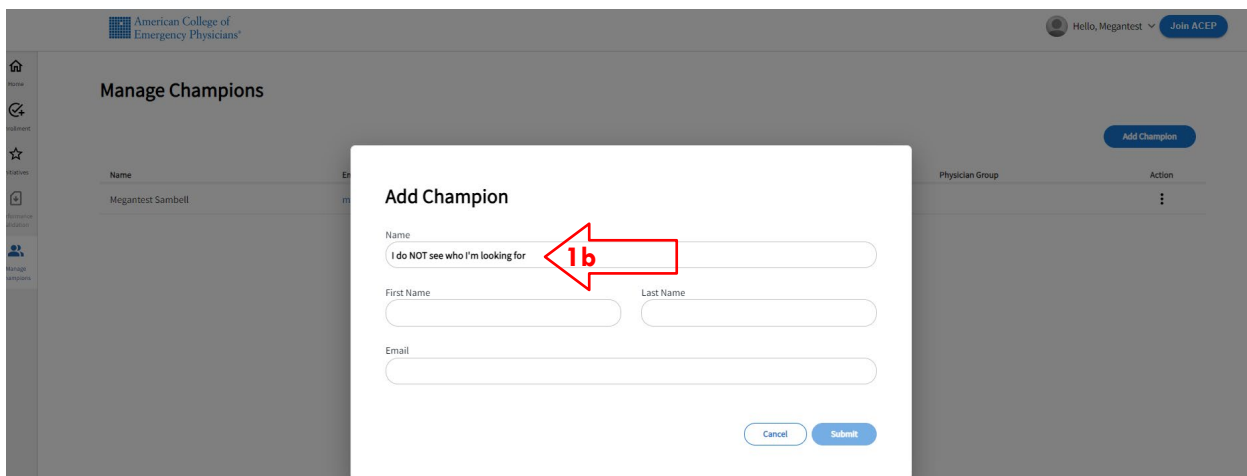
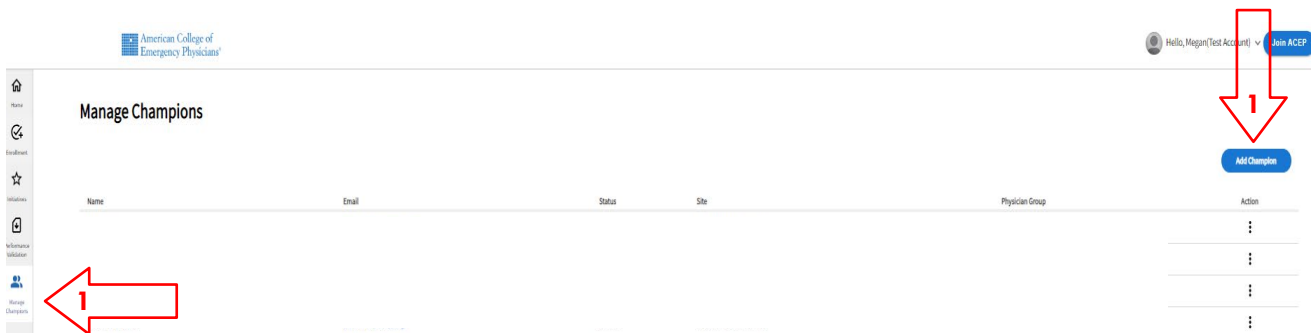
Site	Physician Group	Initiative	Questionnaire	Status	Action
<input checked="" type="checkbox"/>	E-QUAL Test Hospital 1		✓		⋮
<input type="checkbox"/>	E-QUAL Test Hospital 2	Opioid & Alcohol Use Disorder Initiative 2024, Stroke Initiative 2024, Venous Thromboembolism Initiative 2024	✓	Enrolled	⋮
<input type="checkbox"/>	E-QUAL Test Hospital 3	Venous Thromboembolism Initiative 2024	✓	Enrolled	⋮



## 4. Navigating the E-QUAL Portal

### Adding others as Champions to the portal

1. Go to the **Manage Champions** tab and select **Add Champion**. Search by first and last name. Champions will be added through their ACEP account number and thus will require an ACEP Account. Select the individual.
  - a. If you see multiple accounts listed with the same name, reach out to us at [equal@acep.org](mailto:equal@acep.org) and we can determine which is the correct account to add.
  - b. If you do not see who you are looking for, select **I do NOT see who I'm looking for** which will send the individual an email prompting them to make an ACEP account.
2. Once the name is selected, select **Assign to site** or if your sites are already linked to a physician group, select **Assign to all sites in Physician Group**. Search for the site or group, select it and press submit. The invited champion will receive an email notification that they now have access to the site in the E-QUAL portal.



### Add Champion

Name

Megan (Test Account) Sambell (A806208)

Assign to all sites in Physician Group

Assign to site

2

Site

Cancel

Submit

## Activity Tracker, Saving, Editing and Completing Activities

1. Navigate to the **Initiatives** tab. You will see a list of activities (aka the Activity Tracker), activities are intended to be completed in the order they are listed in (e.g., complete the Kick-off first, then Pre-Wave Quality Readiness Assessment, etc.)
  - a. Certain activities (Capabilities Assessment, Benchmark I and Benchmark II) have deadlines to complete if you want your site to receive a report. These deadlines will be stated at the top of activity in the instructions section.
  - b. All activities will remain open throughout the year. For activities that have a deadline, you will still be able to work on them after the deadline but we cannot guarantee you will receive a report.
2. To view the activity, click the down arrow. This will expand the activity so that all questions are visible.
3. To save your progress on the activity, select **Save** on the bottom left of your screen.
4. If you are ready to complete the activity, select **Complete This Activity** on the bottom right of your screen.
5. If you need to edit answers after you have completed the activity, select **Revert to Incomplete**. This will reopen the activity and allow you to edit. Save and/or complete before closing the activity again.
6. When you have successfully completed an activity, you will see a green checkmark next to the activity on the activity tracker.

The screenshot displays the E-QUAL Venous Thromboembolism Initiative 2024 activity tracker. The interface includes a sidebar with navigation options and a main content area with a list of activities. A red box highlights the 'Kick-off' activity, and another red box highlights the text 'All submissions by April 19, 2024 will receive a feedback report within one month.' in the Capabilities Assessment section.

**Venous Thromboembolism Initiative 2024**

- Kick-off**
- Pre-Wave Quality Readiness Assessment**
- Capabilities Assessment**
- Benchmark I**
- Best Practices**
- Benchmark II**
- Post-Wave Quality Readiness Assessment**

**Capabilities Assessment**

All submissions by April 19, 2024 will receive a feedback report within one month.

**Protocols**

Does your ED have any of the following written protocols, guidelines or care pathways used for PE diagnosis? Check all that apply. \*

- Structured pre-test probability prior to imaging
- Imaging protocols for pregnant patients
- Risk stratification of confirmed PE patients (low, intermediate, high)
- None



Emergency Physicians

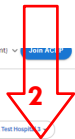
Hello, Megan (Test Account) Admin

← Back to Initiatives

**Venous Thromboembolism Initiative 2024**

E-QUAL Test Hospital 3 E-QUAL Test Hospital 3

- Kick-off**  
Begin the E-QUAL Venous Thromboembolism Initiative by ensuring your ED is committed to joining this national quality improvement learning collaborative.
- Pre-Wave Quality Readiness Assessment**  
To better understand the current state of quality improvement in your ED please complete the Pre-Wave Quality Readiness Assessment. This tool will help us understand the challenges and obstacles that your ED faces, tailor our toolkit and educational offerings to critical gaps, and provide you with benchmarking information to support your ED leadership.
- Capabilities Assessment**  
As your ED prepares to develop the capacity for and initiatives to improve VTE care, it is essential to assess the level of facility readiness for program development and implementation.
- Benchmark I**  
Abstract key data elements on patients with VTE, specifically PE, between November 2023 - February 2024. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.
- Best Practices**  
Engage leadership and commit to data-driven best practices.
- Benchmark II**  
Abstract key data elements on patients with VTE, specifically PE, between May 2024 - August 2024. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.
- Post-Wave Quality Readiness Assessment**  
Your ED completed a comprehensive Pre-Wave Assessment at the beginning of the collaborative. Now complete the Post-Wave Assessment to complete the VTE Initiative. We recommend having this activity completed by the Medical or Quality Director.



When you may register each ED separately or select one for inclusion quality improvements within E-QUAL.

Use the template below to upload your clinician list.

[Download the E-QUAL Clinician List Template](#)

2. Upload Clinician List +

Drop a file here or click the button below to load the file.

[Choose file](#)

[Save](#) [Revert to Incomplete](#) [Complete This Activity](#)



When you may register each ED separately or select one for inclusion quality improvements within E-QUAL.

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When you may register each ED separately or select one for focused quality improvement within E-QUAL.

Use the template below to upload your clinician list.

[Download the E-QUAL Clinician List Template](#)

2. Upload Clinician List \*

Drop a file here or click the button below to load the file.

[Choose file](#)



[Save](#)

[Revert to Incomplete](#)

[Complete This Activity](#)

**venous thromboembolism initiative 2024**

E-QUAL Test Hospital 2

[E-QUAL Test Hospital 2](#)

**Kick-off**

Begin the E-QUAL Venous Thromboembolism Initiative by ensuring your ED is committed to joining this national quality improvement, learning collaborative.



**Pre-Wave Quality Readiness Assessment**

To better understand the current state of quality improvement in your ED please complete the Pre-Wave Quality Readiness Assessment. This tool will help us understand the challenges and obstacles that your ED faces, tailor our toolkit and educational offerings to critical gaps, and provide you with benchmarking information to support your ED leadership.

**Capabilities Assessment**

As your ED prepares to develop the capacity for and initiatives to improve VTE care, it is essential to assess the level of facility readiness for program development and implementation.

**Benchmark I**

Abstract key data elements on patients with VTE, specifically PE, between November 2023 - February 2024. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.

**Best Practices**

Engage leadership and commit to data-driven best practices.

**Benchmark II**

Abstract key data elements on patients with VTE, specifically PE, between May 2024 - August 2024. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.

**Post-Wave Quality Readiness Assessment**

Your ED completed a comprehensive Pre-Wave Assessment at the beginning of the collaborative. Now complete the Post-Wave Assessment to complete the VTE Initiative. We recommend having this activity completed by the Medical or Quality Director.

## Benchmarking Activities

1. Each initiative will have a Benchmark I and Benchmark II activity that will consist of doing a data pull and extracting elements from patient charts.
2. To help with the data collection, we have provided a Data Submission Guide and listing of ICD-10 codes. You can download these documents from the activity instructions.
3. Each row represents one patient. When you first open the activity, it will default to having a few blank rows. You can add rows by using selecting **Add Row** at the bottom left of the screen.
4. In order to ensure your data saves properly, please save regularly throughout this activity.
5. Once you have completed the patient chart requirements, select **Complete this Activity**.

Collecting data is essential to engaging physicians in QI efforts. Benchmarking is critical to helping front line physicians and organizational leaders to understand the current state of VTE care in your ED and to demonstrate improvements. We have designed a quick chart review activity for you to abstract a limited number of data elements on at least 30 patient visits from **November 2023- February 2024**. These activities require you to identify ED visits based on ED diagnosis coding (ICD-10), and then manually review each chart for select information regarding **VTE, specifically PE, care**.

*Note: All benchmarking results will be confidential to C-QUAL, and do not require submission of any Personal Health Information (PHI). Your ED's identity and score will not be revealed to any C-QUAL participants or CMS. Only aggregated scores and data will be published by C-QUAL.*

All participating sites who complete Benchmarking by the deadline will receive a benchmarking report.

Access the Data Submission Guide for more information on the requested data elements.

Review the ICD-10 codes for PE.

**2**

Data must be submitted by **Friday, June 7, 2024** in order to receive a benchmark report.

PE Benchmarking 1\*

Exclusion	Age	Sex/gender	Ethnicity	Insurance	Anticoagulant treatments received (select all that apply)	Additional treatments received (select all that apply)	Consultation service obtained (select all that apply)	ED disposition	BNP testing	Troponin testing	RII engagement by CT	RII engagement by ECHO	2 SBPs < 90 in the ED?	2 SpO2 < 90% in the ED?	PE risk assessment tool documented (PESI, APACHE, HESTIA)	PE severity or risk documented	One or more ED visits in the prior 7 days?
Select...		Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
Select...		Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
Select...		Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
Select...		Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
Select...		Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...

Add Row

Save Complete this Activity

## Downloading Reports

1. If your site completed the Capabilities Assessment, Benchmark I or Benchmark II before the advertised deadline, your site will receive a report back within 30 days of the deadline.
2. To download your sites reports, go to the Performance Validation tab.
3. You can filter your reports by Initiatives and by Activity.
4. You can download reports individually by clicking the file in the listing.
5. If you have multiple sites, you will be able to download all of the reports by selecting Download All.

American College of Emergency Physicians

Hello, Megan (Text Account) Join ACEP

Performance Validation

2 Venous Thromboembolism... Capabilities Assessment Download All

**2**

Site	Site Number	2024 Capabilities Assessment PE	Upload Date
E-QUAL Test Hospital 2	AR24403	AR24403_2024 Capabilities Assessment PE.pdf	04/04/2024

**3**

**4**

**5**

## 5. Contacting the E-QUAL Team

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If you have any questions or need assistance with anything E-QUAL related, please reach out to the E-QUAL team here:

[equal@acep.org](mailto:equal@acep.org).

We will make sure to reply within 72 business hours.