A STEP-BY-STEP GUIDE FOR COMPLETING THE GET WITH THE GUIDELINES-RESUSCITATION® DATA ABSTRACTOR EXAM

If you have any problem with registration or with the program, please contact: Lifelong Learning Help desk at 1-888-242-2453 or email at learn@heart.org

BEFORE YOU BEGIN

- YOU MUST USE CHROME AS YOUR BROWSER FOR THE PART 1 PRACTICE TEST AND PART 2 CERTIFICATION EXAM. Internet Explorer will not display all of the test questions.

- In order for Quintiles to provide access to the Patient Management Tool, they must have an email authorization from the Get With The Guidelines-Resuscitation lead at your hospital stating that you are permitted to enter data for the hospital.

If you are the Resuscitation lead, you will still send the email but note that you are the lead for the program at your hospital and note that you will be entering data and authorizing other abstractors to enter data for the hospital.

Send the email to InfosarioOutcomeSupport@quintiles.com with the subject: “GWTG-R Data Abstractor Authorization”

- This testing platform contains pop-up windows. Please adjust your internet browser settings to allow for pop-up windows while taking this exam.

REGISTRATION

1. Start at our Professional Education website https://professional.heart.org

2. In the top right corner click on “SIGN IN” and enter your login information

   - If this is your first time using the Professional Education website you will need to create an account. Please follow the instructions on screen to do so.

3. Once logged in, click on the EDUCATION & MEETINGS menu

4. Select the first option, “Education & Meetings”

5. In the red menu on the left of the screen, select option #3 “Course Catalog”

6. In the search bar at the top of the page type ‘2017 Get With The Guidelines-Resuscitation Data Abstractor exam’ and hit enter.

   - The dropdown menu to the left defaults to “All Activities” do not change this option.
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7. The 2017 Part 1 and Part II exams will be your first two options listed. Begin with the Part 1 exam.

8. Click on the Register button for the ‘2017 Part I - Get With The Guidelines-Resuscitation Data Abstractor Training and Certification Program’

TAKING THE EXAM – Part I

NOTE: THIS IS A PRACTICE EXAM AND YOU WILL RECEIVE A PASSED SCORE EVEN IF YOU DID NOT MARK THE QUESTIONS CORRECT. YOU SHOULD REVIEW YOUR ANSWERS TO SEE YOUR ACTUAL RESULTS.

9. To take the exam you must Follow the tabs from left to right and complete all sections. The system will provide prompts as you progress and will require completion of one tab before allowing access to the next one. The first tab requires that you check a box that you have read the content.

10. The exam itself is located on the Post-Assessment tab. When ready click the Launch button to take the exam.

11. After you complete the Practice Test the button to the right will change to read as “VIEW”

12. Below the exam will be a line that reads “NEXT STEPS”

13. Click on the “NEXT STEPS” button that reads “VIEW”

14. A pop-up window will open with further instructions. In the window that opens, click on the link in grey text that reads “Click here leading to your next steps in the certification and the practice test rationale.”

15. An internet browser window will open to a page on heart.org where you can see:
   - Practice test answers and rationale
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- Access code to take the Part II Exam. MAKE A NOTE OF THE ACCESS CODE You must have this code to access the certification exam.
- Training resources

16. Review the information on this page to prepare to take the Part II exam.

17. Write down the password code listed on this page. You will need to enter it into the Part II exam.

NOTE: YOU MUST VIEW THE NEXT STEPS SECTION TO RECEIVE THE PASSWORD CODE FOR THE PART II EXAM. DO NOT SKIP THIS STEP.

18. After reviewing next steps, return to the window containing the Part I exam and click on continue twice until you reach the last tab “CERTIFICATE”.

NOTE: YOU DO NOT RECEIVE CREDIT OR A CERTIFICATE FOR THE PART I EXAM. THE PART I EXAM IS REQUIRED BUT IS ONLY HALF OF THE PROCESS. YOU MUST TAKE AND PASS THE PART II EXAM TO COMPLETE THE ACTIVITY AND BE CONSIDERED CERTIFIED.

19. Click “CLOSE” to exit Part I.

TAKING THE EXAM - Part II

20. In the search bar at the top of the page type ‘2017 Get With The Guidelines-Resuscitation Data Abstractor exam’ and hit enter.

- The dropdown menu to the left defaults to “All Activities” do not change this option.

21. The 2017 Part 1 and Part II exams will be your first two options listed.

22. Click on the Register button for the ‘2017 Part II - Get With The Guidelines-Resuscitation Data Abstractor Training and Certification Program’

23. The next screen will have you enter the access code from the “NEXT STEPS” page as is referenced in the instructions for the Part I Exam.
For convenience the code is: gwtgcertification.

24. On the next screen you will see five tabs. Read each section carefully and follow the listed instructions.

25. ACTIVITY OVERVIEW TAB - Read the instructions and then click the checkbox at the bottom that reads “Please click here to confirm you have read the above information.”

26. Click “CONTINUE”

27. ACTIVITY MATERIAL TAB – you have the option to print the scenarios used for the exam from this tab. This will allow you to review the scenarios carefully prior to accessing the exam.

28. Click “CONTINUE”

29. POST ASSESSMENT TAB - Click on launch when you are ready to access the test. You can save the test and finish later or submit the exam if you have answered the questions.

30. Once you submit an attempt, each question will either be marked with ‘correct’ or ‘incorrect’. A score of 96% (1 missed question) is required. Make a note of all incorrect questions. Click on submit after you have reviewed the correct and incorrect questions.

   - If you did not pass the exam you can complete two additional attempts. You are able to review your last attempt by clicking on the “VIEW” button.

   - Click on “LAUNCH” when you are ready to attempt the exam again.

NOTE: YOU HAVE THREE (3) CHANCES TO PASS THE EXAM WITH A SCORE OF 96% OR BETTER (1 MISSED QUESTION). WE RECOMMEND SETTING A TIME WITH YOUR LOCAL AHA QUALITY IMPROVEMENT DIRECTOR IF YOU NEED ADDITIONAL HELP PREPARING FOR THIS EXAM. IF YOU DO NOT KNOW WHICH AREA TO SELECT, PLEASE CONTACT LIZ OLSON LIZ.OLSON@HEART.ORG FOR FURTHER ASSISTANCE.
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31. When you have successfully passed the exam you will see a line reading “Steps to Begin Data Abstraction”. Click the “LAUNCH” button to the right. A pop-up window will open.

32. Click on the link in grey text that reads “Please click to follow steps for you to begin data abstraction now that you are newly certified.”

33. An internet browser window will open with instructions on how to contact Quintiles and obtain your login and password for the Patient Management Tool.

**NOTE:** IT IS VERY IMPORTANT TO READ THIS PAGE AS IT IS THE ONLY PRINTED LOCATION LISTING HOW TO OBTAIN YOUR ACCESS AND TRAINING TO THE PATIENT MANAGEMENT TOOL.

34. When you have completed reading the data abstraction next steps for newly certified abstractors, return to the testing internet browser window.

35. Click “CONTINUE”

- The American Heart Association will receive a report 24 hours after you pass your exam which reflects your “Passed” status. Quintiles will be notified that you have completed the exam and are eligible to attend the Patient Management Tool (PMT) training and obtain your username and password.

- **You will need to call Quintiles Help Desk 1-888-526-6700 extension 2 to schedule your training.**

- Please allow 3 business days after you pass your exam prior to contacting the help desk to ensure all the appropriate notifications have occurred.

36. CLAIM CREDIT TAB – On this tab, click the button that says “CLAIMED” to claim your credit. Once you have done so, the button will turn grey as pictured below.

**NOTE:** YOU MUST claim credit for the exam or the exam is NOT COMPLETE. The exam will only be considered Passed and Complete if you claim credit. Quintiles will not see your name as having passed the exam if you do not complete this important step.
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37. Click “CONTINUE”

38. CERTIFICATE TAB- Prior to closing out of the testing site make sure to download and save your certificate of completion for your records.

39. Click on the blue link that reads “AHA>AHA”. A pop-up window will open starting the download of the file. Open and save the file for your records.

40. To conclude the exam process, click “CLOSE”

If you need assistance preparing for the exam please contact your local AHA Quality Improvement Director. If you do not know which area to select, please contact Liz Olson liz.olson@heart.org for further assistance.