

Adding an Institution Location

To add an institution you must be logged into the Case Log system.

Once logged in, select **Program Setup**, and select the link **Add/Update** under the Institution heading (fig. 1).



Figure 1: Program Setup

Once you have verified the institution you wish to add is not listed, select **Add Institution** from the bottom of the screen (fig. 2).



Figure 2: Add/Update Institution

When you select Add Institution, a window will appear where you can enter required details about the institution. Select **Save** when done (fig. 3).

Program 0601234567 : Colon and Rectal Surgery Test Program

Add Institution Information:
(Fields marked with an asterisk * must be entered)

Institution Name *

City State Zip

ACGME Institution ID

Affiliated Code Specialty Name Code

Sponsor Participating Colon & Rectal Surgery 060

Save Cancel

Figure 3: Add Institution

Once you select Save, select **OK** when the system notes your institution addition (fig. 4).

Information for the institution 'Insert Institution Name Here' has successfully been entered into the database. Press OK to close.

OK

Figure 4: Add Institution Confirmation.