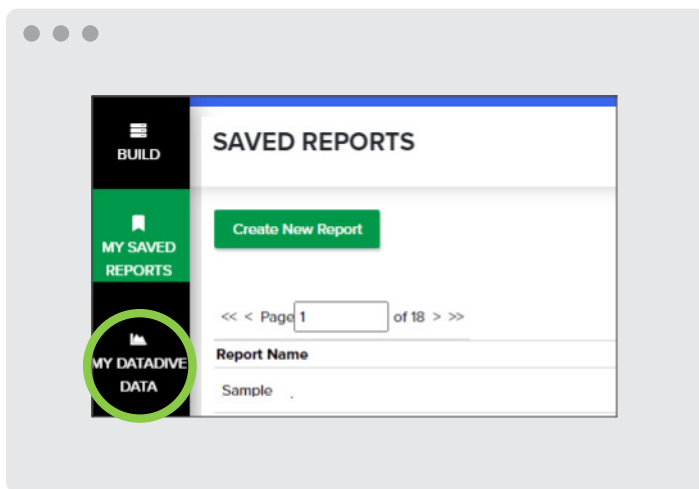


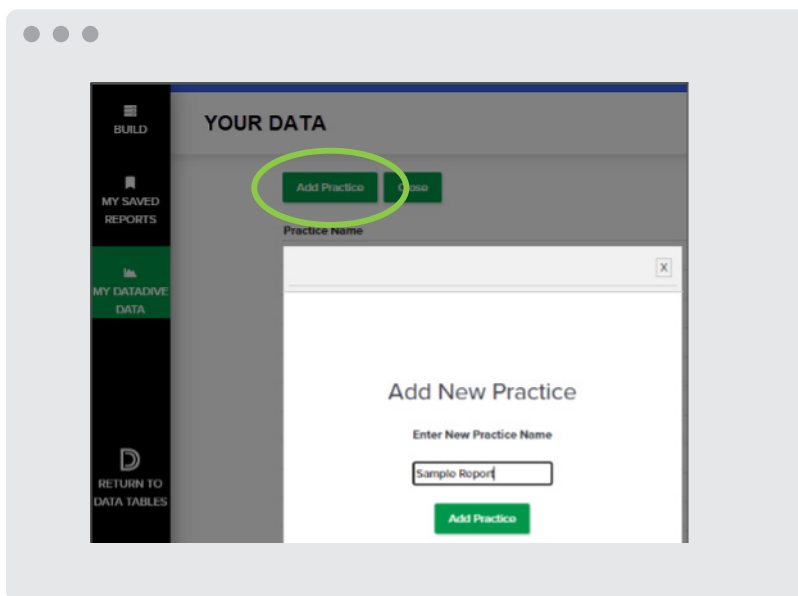
ADDING YOUR PRACTICE DATA

Follow these steps to enter your practice's data for comparison against the MGMA data located in Custom Reports & Tools.

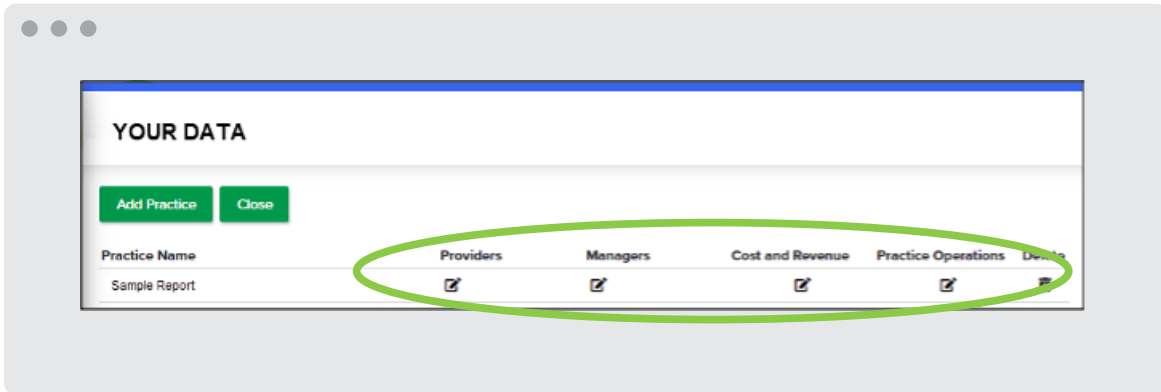
1. In Custom Reports & Tools, select “My DataDive Data” in the left navigation panel.



2. On the following page, click “Add Practice,” and enter the practice name. Then click “Add Practice.”

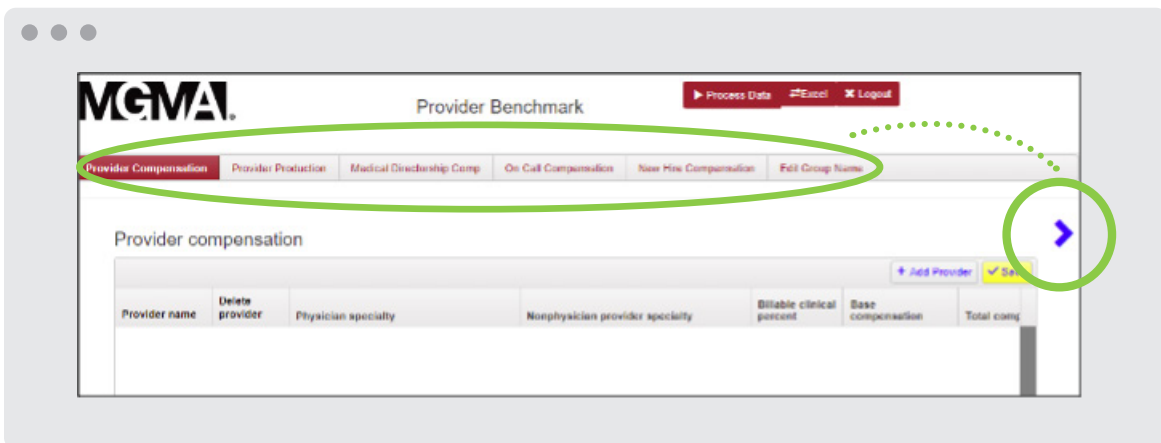


3. Click the pencil icon for the data set you'd like to benchmark against – Providers, Managers, Cost and Revenue, or Practice Operations.

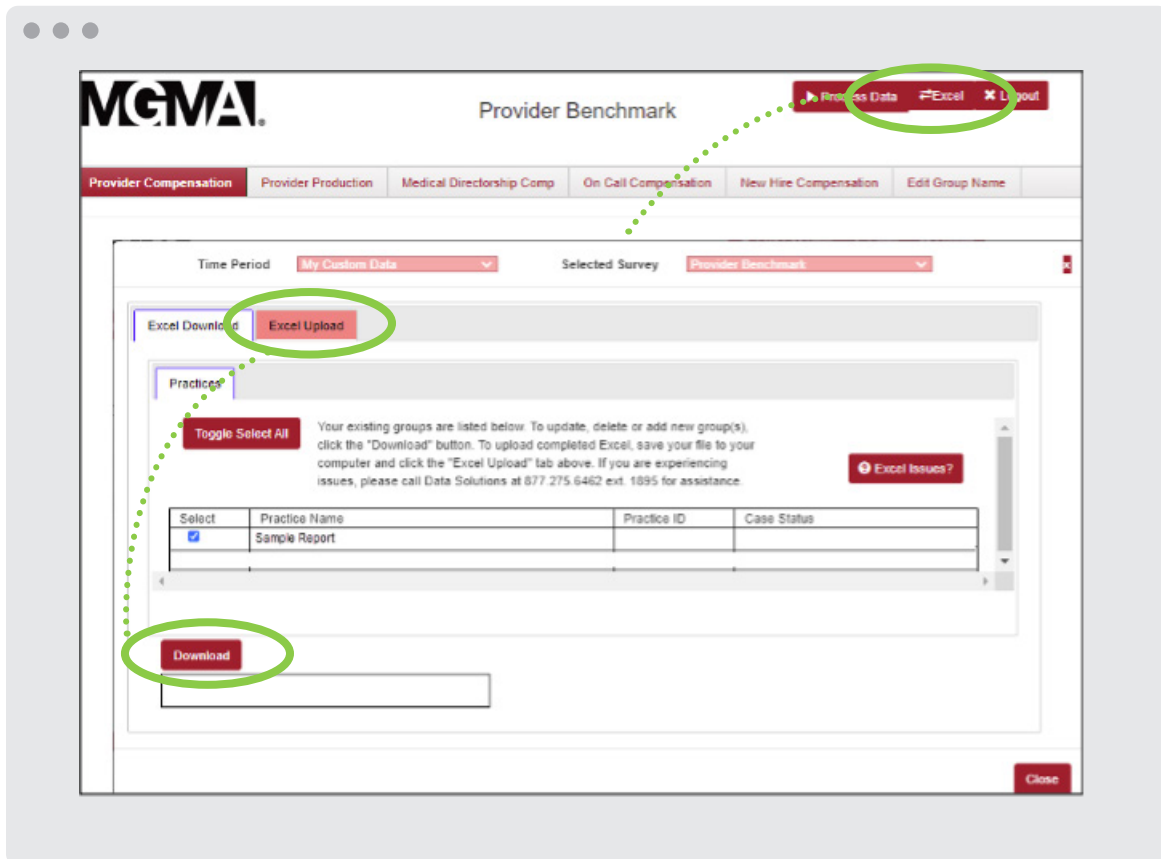


4. Within the data entry screen, you may either enter your practice data directly on the forms or you may complete via Excel.

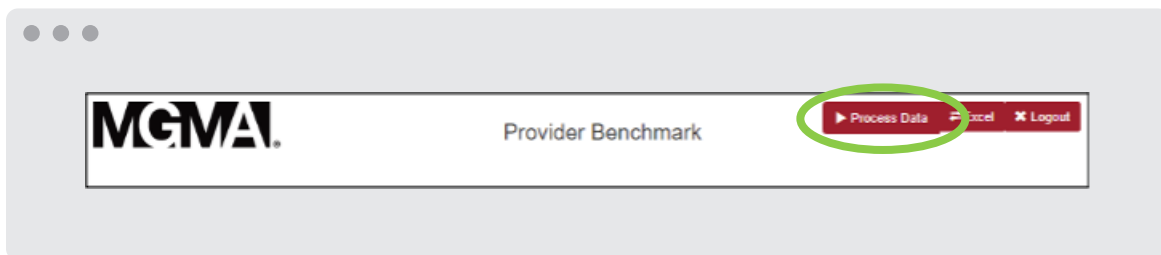
a. If completing via form-fill, you can move between sections by clicking on each tab at the top of the page or by clicking the > to the right of the grid to move to the next page.



b. If completing via Excel, click the Excel button at the top of page. Download, complete the template, and then upload the completed file within the Excel Upload tab.



5. Once your data entry is complete (via the web forms or Excel upload), click the “Process Data” button at the top.



6. Once your data processing reaches 100%, click the “Close Window” button and you will be directed back to the My DataDive Data dashboard.