



How Best to Approach the Benchmarking Survey Tool: Top Ten Things To Do

- # 10. Read background materials on “what is benchmarking” on MLANET (<http://www.mlanet.org/members/benchmark/faq.html>; have your MLANET username and password ready!).
- # 9. Browse and read the benchmarking definitions provided on MLANET (<http://www.mlanet.org/members/benchmark/definitions.html>; have your MLANET username and password ready!).
- # 8. Read through the entire survey tool prior to beginning. (<http://www.mlanet.org/members/benchmark/worksheet.html>; have your MLANET username and password ready!).
- # 7. Identify all data that you can obtain from standard directories of statistical information, e.g., the *AHA Guide to the Health Care Field* (helpful for bed count, outpatient visits).
- # 6. Find the places within your hospital that can provide you with the data you need as identified on the worksheet, such as the Admitting Office, Medical Records, Medical Staff Office, Quality Management, or Planning.
- # 5. If you do not collect data at all, have just begun, or do not have data in all the areas requested, extrapolate! Gather a sample for 3 months and then multiple by 4 quarters...estimates are acceptable.
- # 4. Start collecting data NOW! It’s never too late.
- # 3. Collect and organize your data before entering it online. Print off the worksheet and the definitions and use them together.
- # 2. Remember that you are not required to answer every question if you do not have the data. **But!** Do try to be as complete as possible so that the final product will be more useful to all participants.
- # 1. DO NOT GIVE UP! If you don’t understand a question or are confused, CONTACT your MLA Benchmarking Chapter Educator. They have volunteered to HELP you.

Each Chapter has designated a Benchmarking Chapter Educator (BCE) to serve as the Chapter's authority on participation in the MLA Benchmarking Network. The BCEs for each Chapter are listed below along with their email addresses:

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