

IMPORTANT INFORMATION FOR USERS

- The CCR Survey requires data for a specific full financial year (FY).
- The following instructions outline how to obtain the required CCR data from COMET using the 'Resources and Indicators' site report.
- The data contained in the 'Resources and Indicators' site report reflects the currency of COMET data entry.

COMET Resources and Indicators Report

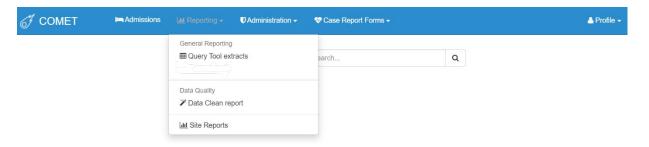
N.B. Report excludes CCU, ward type and procedure only patients.

1. Log on to COMET and click "Reporting" from the top menu.

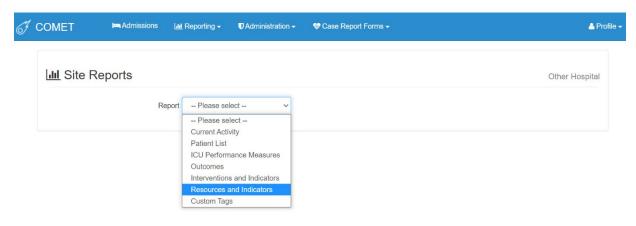


If you do not see this option on logging on to COMET, please contact your hospital Site Administrator to provide you with appropriate access.

2. Select "Site Reports" from drop down menu.

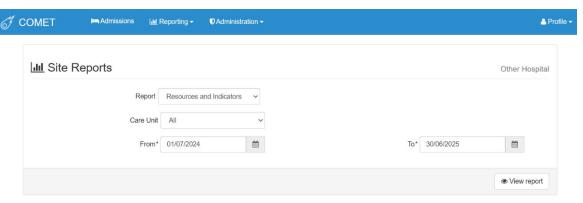


3. Select "Resources and Indicators" from the Report drop down menu.

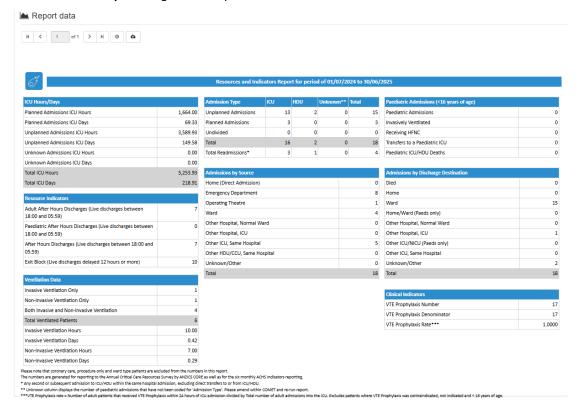




4. The "Resources and Indicators" report screen will appear.



- 5. "Care Unit" defaults automatically to "All". Alternatively, select appropriate unit from dropdown menu.
- 6. Enter the ICU/HDU admission "From" and "To" dates according to the financial year that you are investigating (e.g. 01/07/2024 to 30/06/2025 for 2025 FY CCR survey) by either overwriting the existing dates or using the calendar icon.
- 7. Click on "View report" to generate report.



- 8. Click on the download oicon should you wish to save the report to your desired location for reference.
- 9. The report displays all numbers that are required to be submitted to the CCR Survey for each financial year and for the ACHS Survey conducted bi-annually. Please select the date range for the report appropriately.
- 10. Data displayed is accurate as of COMET data entry at the time of running the report.

If you have difficulty extracting the Resources and Indicators data, please contact the ANZICS CORE team at +61 3 9340 3400 or CCRAdmin@anzics.org