1. **Select Quarters**
   - Select at least **four** quarters to be audited. It is helpful to determine dates before beginning data entry.

2. **Each participating physician should complete one data entry form per quarter focusing on their own data.**
   - Please ignore Question 1, this is automated by QInsight and does not reflect your project.

3. **Question 6 is asking about cumulative patients enrolled during the project.**
   - Quarter 1 = Q1
   - Quarter 2 = Q1 + Q2
   - Quarter 3 = Q1 + Q2 + Q3
   - Quarter 4 = Q1 + Q2 + Q3 + Q4

4. **Once each physician has entered their data for the quarter, it is time to submit the data and complete the PDSA worksheet.**
   - Before submitting, you must choose for which month you are submitting data. Choose the last month of the quarter. For example, if Quarter 1 is Jan 2016, Feb. 2016, and Mar. 2016, select Mar. 2016.

   ![Submit Data For: March 2016](image)

**Important:** do not spell out any numbers; only enter numbers in numeric form.