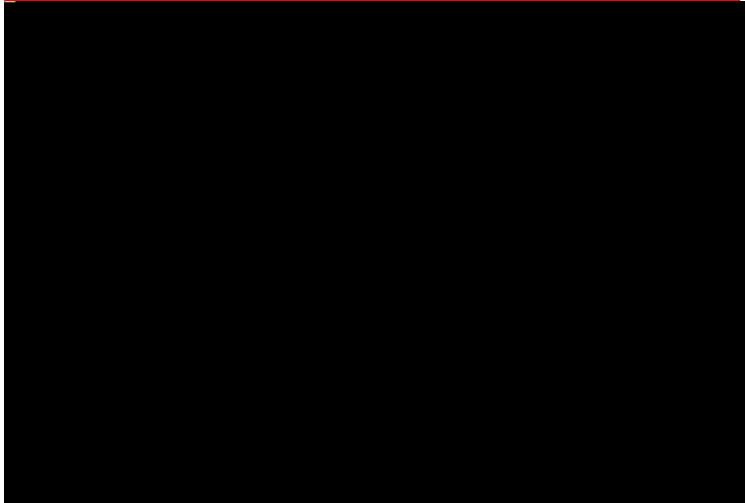


Targeted Solutions Tool (TST)[®]

Access Quick Reference

<http://www.centerfortransforminghealthcare.org/tst.aspx>



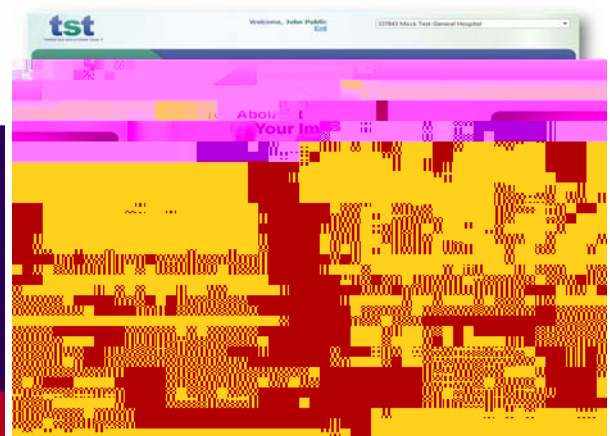
Step 1

- Launch your browser and enter the URL shown in the red box.
- If you currently have a TST login or HCO extranet login, click the “LOGIN” button and go to **Step 2**.
- If you do not have a TST login, click the “Request Access” button in the gold circle proceed to **Step 4** on the reverse side.



Step 2

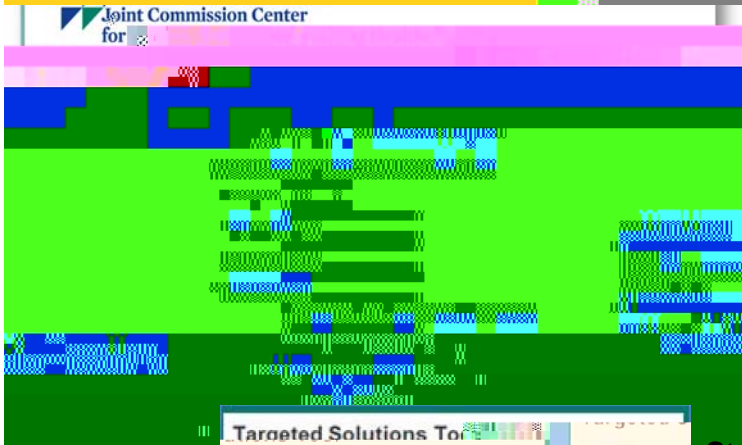
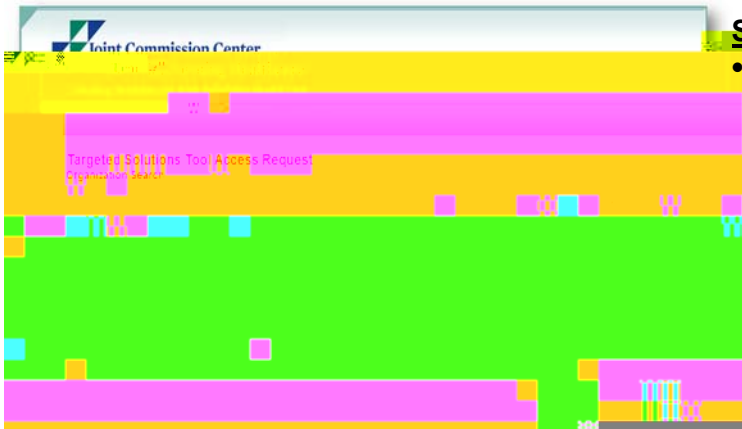
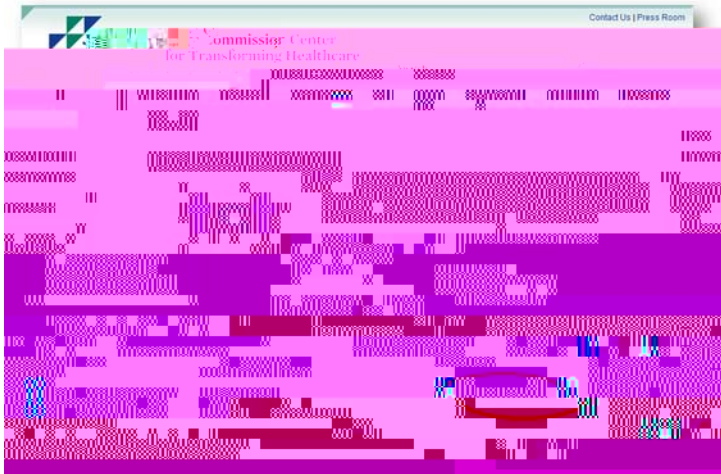
- Enter your User Name and password to open the TST Home Page.



Step 3

- Select the TST module from the drop down box and click the arrow to the right of the list to enter the module you wish to use.
 1. Hand Hygiene
 2. Hand-off Communications
 3. Wrong Site Surgery

If you are not accredited by the Joint Commission and would like access to the TST module, call Customer Service at (630) 792-5800 or send an email to tst_support@tcthc.org.



Step 5

- Enter the required information as shown and follow the instructions email.

Step 6

- You will receive your organization HCO id and confirmation that you have been validated and will be receiving an email with login instructions.
- Note: This login and password will only allow access to the TST tool.

Step 7

- After you've received your login instructions go to TST Login Access page as shown in Step 1 on the reverse side.
- Click the "Login" button and enter the username and password received in the email.