

# Steps to Navigate the Clinical Affairs Summary Letter

Use the URL below to access the dashboard:

<https://bireporting.rutgers.edu/views/ClinicalAffairsSummaryLetter/LandingPage?:embed=yes&iid=3#4>

## Step 1:

Select the appropriate school, department, and provider (in the following order):

- Primary School
- Department
- Full Name

## Your Clinical Affairs Summary Letter is ready for review

The CASL will provide an opportunity for us to evaluate metrics and learn from our peers so we can achieve best practice. Ultimately, the comparisons that can be drawn between individual faculty feedback and Chair/Division Chief feedback will generate valuable insights and conversations to continuously improve this process moving forward.

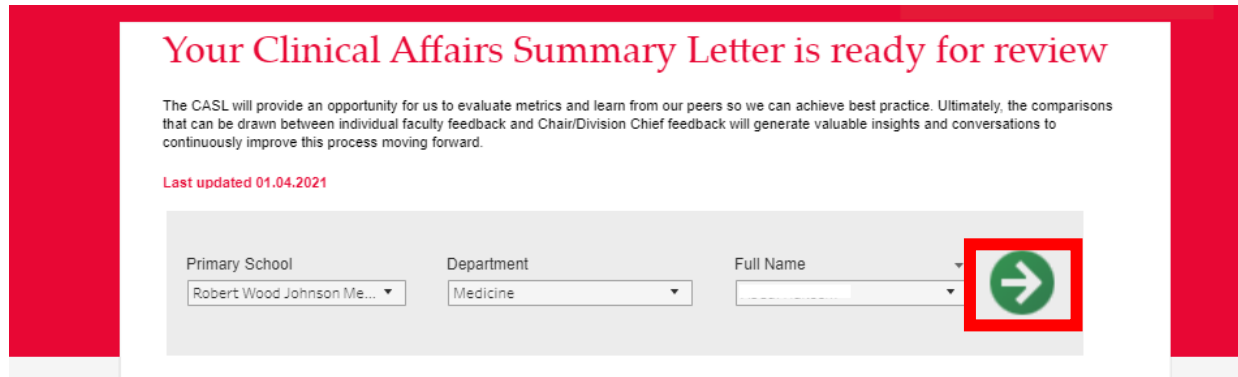
Last updated 01.04.2021

Primary School	Department	Full Name	
Robert Wood Johnson Me... ▼	Medicine ▼	<input type="text"/> ▼	

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## Step 2:

- After selecting a provider, click on the green arrow to be forwarded to the description letter.




**Your Clinical Affairs Summary Letter is ready for review**

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Last updated 01.04.2021

Primary School: Robert Wood Johnson Me...  
Department: Medicine  
Full Name: [Redacted]



## Step 3:

- In order to navigate to the report/metrics, click the “CASL” prompt (Rutgers shield) located at the top right section of the description letter.

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CLINICAL AFFAIRS SUMMARY LETTER - NOVEMBER 2020

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## Step 4:

- To print a report (to a PDF), select download and then PDF.

The screenshot displays a web interface for a clinical affairs summary letter. On the left, a 'Download' modal is open, showing options for file format: Image, Data, Crosstab, PDF (highlighted with a red box), Tableau Workbook, and Cancel. The main content area shows a table with various metrics. At the bottom, a navigation bar includes 'View: Original', 'Alert', 'Subscribe', 'Share', and 'Download' (highlighted with a red box).

27th	-
0.85	-
MEASURE	DEPT AVERAGE
30%	27% ▲
MY CLAIMS	DEPT MEDIAN
0	0
0	0
0	0
\$0	\$0
MY SCORE FY20	MY SCORE FY19
4	3 ▲
4	4
4	4
0	3 ▼
5	4 ▲
2	3 ▼