

## Spinal Cord Dysfunction (SCD) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Notify SCD Center in Austin of new station number			
2. Obtain listing of spinal cord patients from current site			
3. Assign menu option and security keys to appropriate users:			Option: Spinal Cord Dysfunction [SPN MAIN MENU] Keys: SPNL SCD PTS; SPNL SCD MGT
4. Use option Edit Site Parameters [SPNL PARAMTERS] to set values for follow up reports and notification mail groups.			Be sure mail group is populated.
5. May need to inactivate patient records from current site, if patient will return to current site for annual exams than they should be left active and will have active records at both sites..			
6. Register patients on new system as needed. For example, when they have appointments			