How to champion the Reg-ent registry in your institution

Need help getting your colleagues and/or leadership team on board with joining the Reg-ent registry? Here are a few key steps to help you get your organization signed up and started with Reg-ent.

**Gather support, spread the message, and get approval**

1. Identify and involve decision-makers. In most cases, your department chair is the key decision-maker and is the first person to approach. Schedule time with your department chair to review and discuss the benefits of Reg-ent to your department and institution, your patients, and to the otolaryngology specialty. Your department chair will likely have questions that you aren’t able to answer; we ask that you please direct your department chair to the Reg-ent team at reg-ent@entnet.org and the Reg-ent website (www.entnet.org/reg-ent_toolkit) to address questions they have about Reg-ent, the integration process, and associated fees. Specific content that your department chair may find especially useful can be found at www.entnet.org/reg-ent_for_institutions.

   **Note:** If you are the department chair and are interested in moving forward with the Reg-ent registry, please contact the Reg-ent staff at reg-ent@entnet.org.

2. Reach out to your peers in other departments to see if their specialty has a FIGmd registry already up and running in your institution. If there are other specialty registries in place, this will facilitate contract review, IT review, security audit, and integration processes.

3. Collaborate and involve other decision-makers in the process under the guidance of your department chair. The individuals we recommend reaching out to include staff leadership from IT, informatics, legal/contracts, finance, data security, quality, compliance, and any others who will be involved in the review, approval, integration, and/or oversight processes.

4. Let Reg-ent staff know if you need to give a presentation to the administration or your department. The Reg-ent team is available to speak with you and assist you in your preparations. Email: reg-ent@entnet.org.

5. Schedule time for Reg-ent registry staff to connect with your organization to discuss the registry and integration processes. Email: reg-ent@entnet.org.

**The contracting and payment processes**

6. Once it is confirmed that your organization intends to proceed with Reg-ent, please designate primary points of contact from each of the following departments: IT, legal/contracts, finance, data security, quality, compliance, and “other.” The Reg-ent team will then work with your legal/contracts department(s) to complete execution of the Reg-ent contract (“Participation Agreement”).

7. With assistance from your department administrator, complete the required Appendix A (“Participant’s List of Clinicians Participating in the Registry”) to the contract. Clinician details including name, NPI, AAO-HNS ID, and email address are required to add clinicians to your account, generate an invoice for payment, and, most importantly, enable Reg-ent to secure data for your department members.

8. Once the contract is signed, it is recommended that both a clinical and operations project manager is assigned to assure success.

**Congratulations! Your contract is signed, and your payment is made—now what?**

9. After signing up, registry staff will contact you and the other identified individuals, including those from IT, to begin technical integration and preparation of your Reg-ent registry dashboard.

10. Once your Reg-ent registry dashboard is available, data validity and mapping will take place with designated staff from your department to assure accurate data in your Reg-ent registry dashboard.