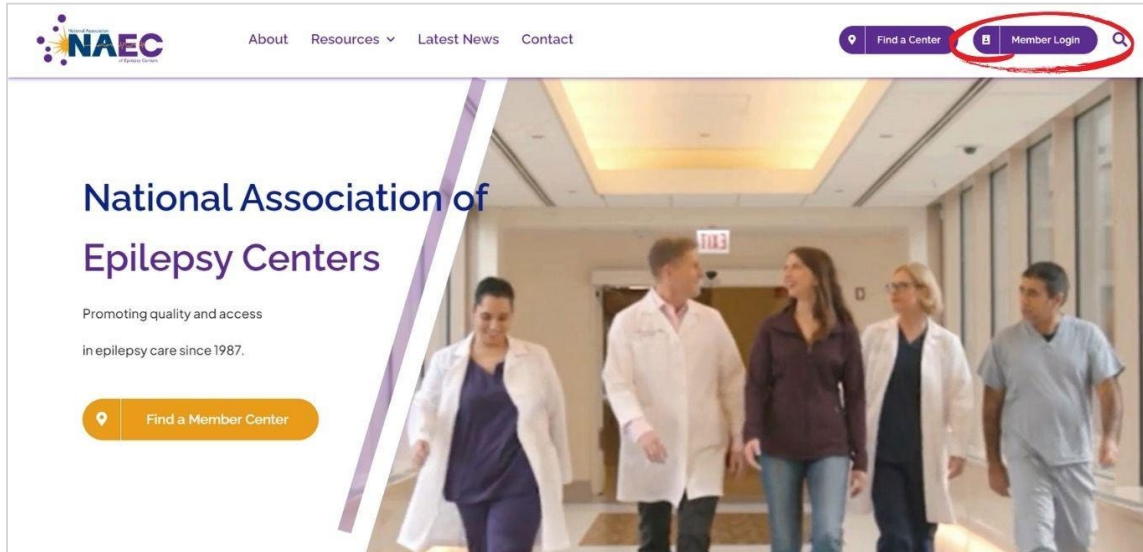


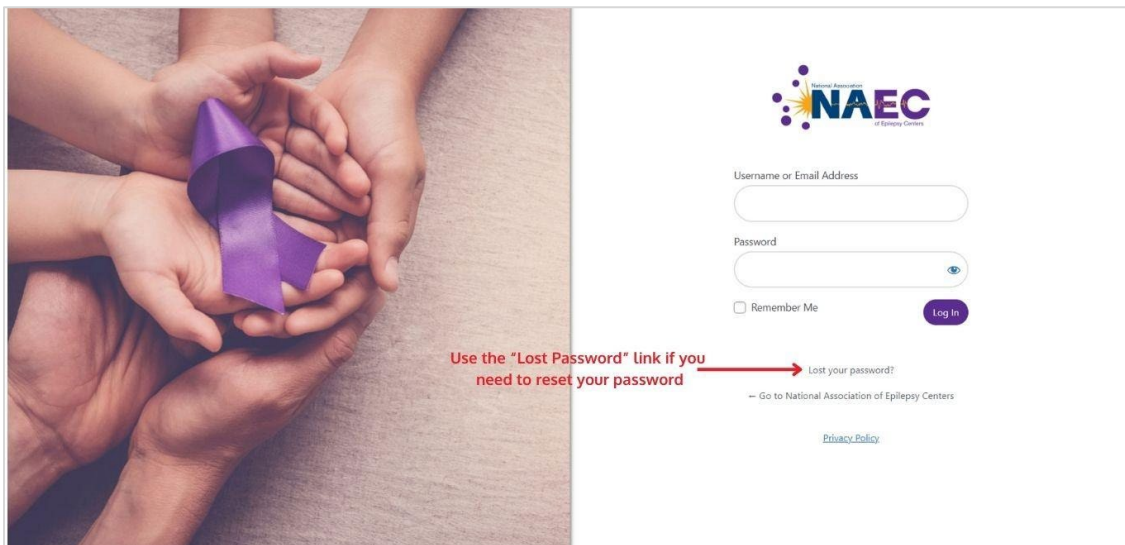
INSTRUCTIONS FOR THE NAEC SURGICAL REPORTING PROGRAM

LOGGING INTO THE MEMBERS SECTION OF THE NAEC WEBSITE

Please log in to the Members area of our site by visiting <https://naec-epilepsy.org> and clicking the "Member Login" button in the top right of the screen (see below).



On the login page, simply enter your username or email address and chosen password. Click "Log In"...



...and you will be redirected to our new Member Resources page. This page acts as the central hub for information and tools for Members.

ACCESSING YOUR CENTER PROFILE TO ENTER DATA

The screenshot shows the NAEC Member Resources page. At the top, there is a navigation bar with the NAEC logo on the left and links for 'About', 'Resources', 'Latest News', and 'Contact'. On the right side of the navigation bar, there are buttons for 'Find a Center', 'Log Out', and a search icon. Below the navigation bar, the page is titled 'Member Resources'. The main content area consists of seven cards arranged in two rows. The first card, 'My Centers', has a red arrow pointing to a button labeled 'NAEC Test Center2'. The other cards are 'Accreditation Tools', 'Center Operations Tools', 'Meetings & Webinars', 'Publications', 'Policy Analysis, Coding', and 'Marketing Tools'.

You can also access this page by going to the Resources for Epilepsy Centers page from the top menu bar.

Surgery Report records and the new report form can be accessed from the Center Profile page by clicking the appropriate Center name in the My Centers list on the Resources for Epilepsy Centers page. If you are associated with multiple NAEC centers, they will be listed here. Please be sure to click into the right center to enter information for any specific case.

On the Center Profile, you will find the Surgical Reporting Program section, which includes features for submitting new reports, viewing and editing existing reports, adding outcomes to past reports, and requesting changes to who can access Surgical Reporting for your Center.

ADDING OR REMOVING USERS' ACCESS TO THE SURGICAL DATA PROGRAM

To request Surgical Reporting access for new users and removal of access for existing users, click the Add/Remove Surgical Reports Users link.

The screenshot shows the 'Surgical Reporting Program' dashboard. At the top, there is a navigation bar with the NAEC logo, 'About', 'Resources', 'Latest News', and 'Contact'. On the right, there are buttons for 'Find a Center' and 'Log Out'. The main content area features a 'Submit a New Surgery report' button and a link for '+ Add/Remove Surgical Reports Users', which is highlighted with a red arrow. Below this link is a section titled 'Existing Surgery reports' with a 'Toggle Inline Edit' button. A form prompts the user to 'Please select a reporting year to display surgeries' with dropdown menus for 'Year of Surgery' and 'Type(s) of Surgery', and a text input for 'Patient ID'. A 'Search' button is also present. Below the form are 'CSV' and 'Excel' buttons, and a 'Show 25 entries' dropdown. A table displays a single entry with columns: 'Delete Entry', 'Patient ID', 'Year of Surgery', 'Surgery Details', 'Age at Diagnosis (years)', 'Sex', and 'Ra'. The entry shows a Patient ID of 9,876, Year of Surgery 2026, Surgery Details 'Laser ablation', Age at Diagnosis 12, and Sex 'Male'. A 'View/Add Outcomes' link is visible on the left side of the table.

The form will open directly on the page and displays users who currently have Surgical Reporting access for your Center. If you would like to remove access for one or more of these users, simply check the box next to their email address(es).

The screenshot shows the 'Add/Remove Surgical Reports Users' form. At the top, there is a navigation bar with the NAEC logo, 'About', 'Resources', 'Latest News', and 'Contact'. On the right, there are buttons for 'Find a Center' and 'Log Out'. The main content area features a 'Submit a New Surgery report' button and a link for '- Add/Remove Surgical Reports Users', which is highlighted with a red arrow. Below this link is a 'Center Name' dropdown menu with 'NAEC Test Center2' selected. A red arrow points to a section titled 'Current Users with Surgical Reports Access for this Center. To REMOVE access for a current user, please check the box next to their name.' This section contains a list of four email addresses, each with an unchecked checkbox: 'bsmall@artemispolicygroup.com', 'eriker@artemispolicygroup.com', 'jgray@artemispolicygroup.com', and 'sean@sunrisedigital.co'. Below this list is a note: 'To REMOVE access for a current user, please check the box next to their name.' A section titled 'Please add Surgical Reports access for these users:' includes a note: '*Click the + icon on the right to add a new line'. This section has three input fields for 'Name', 'Title', and 'Email Address', and a '+' icon on the right. A 'Submit' button is located at the bottom left of the form.

To request access for new Surgical Reporting users, fill in their Name, Title, and Email Address into the list field.

NAEC About Resources Latest News Contact Find a Center Log Out

Surgical Reporting Program

Submit a New Surgery report

Add/Remove Surgical Reports Users

Center Name
NAEC Test Center2

Current Users with Surgical Reports Access for this Center. To REMOVE access for a current user, please check the box next to their name.

- bsmall@artemispolicygroup.com
- eriker@artemispolicygroup.com
- jgray@artemispolicygroup.com
- sean@sunrisedigital.co

To REMOVE access for a current user, please check the box next to their name.

Please add Surgical Reports access for these users:
*Click the + icon on the right to add a new line

Name	Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/> +

Submit

To request access for multiple users at once, simply click the blue + icon on the right to add additional lines to the form

NAEC About Resources Latest News Contact Find a Center Log Out

Surgical Reporting Program

Submit a New Surgery report

Add/Remove Surgical Reports Users

Center Name
NAEC Test Center2

Current Users with Surgical Reports Access for this Center. To REMOVE access for a current user, please check the box next to their name.

- bsmall@artemispolicygroup.com
- eriker@artemispolicygroup.com
- jgray@artemispolicygroup.com
- sean@sunrisedigital.co

To REMOVE access for a current user, please check the box next to their name.

Please add Surgical Reports access for these users:
*Click the + icon on the right to add a new line

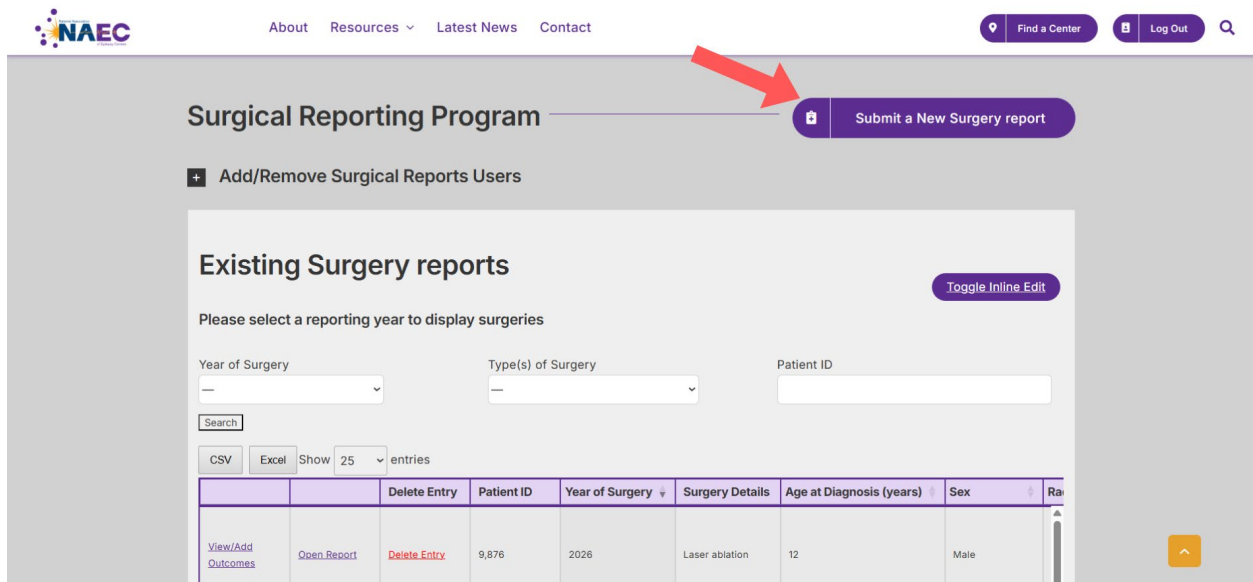
Name	Title	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/> +
<input type="text"/>	<input type="text"/>	<input type="text"/> +

Submit

When you have completed the form, click submit and NAEC staff will process your request to grant and remove access as quickly as possible, generally within 48 hours. If you need to submit the form again immediately after a submission, please reload the page and the form will reset.

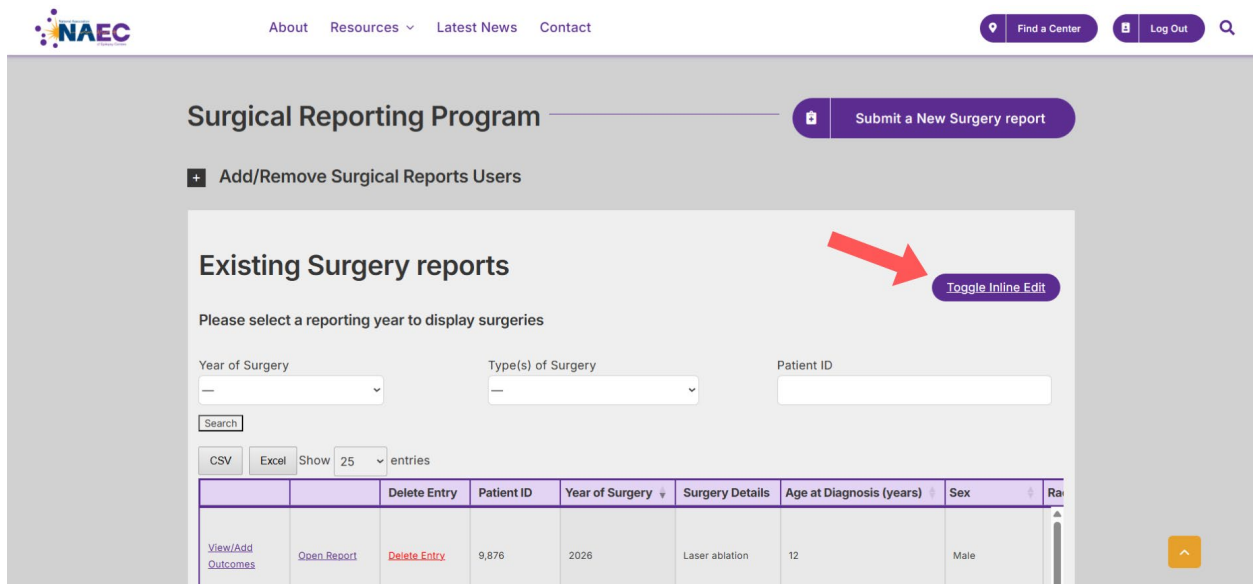
ENTERING SURGICAL DATA

Surgery Reports are listed in an editable table. Search and filter functionality is included above the Surgery Report table. New reports may be submitted via the Submit a New Surgery Report button.



The screenshot shows the NAEC Surgical Reporting Program interface. At the top, there is a navigation bar with the NAEC logo, links for 'About', 'Resources', 'Latest News', and 'Contact', and buttons for 'Find a Center' and 'Log Out'. Below the navigation bar, the main heading is 'Surgical Reporting Program', followed by a purple button labeled 'Submit a New Surgery report' which is highlighted with a red arrow. Underneath, there is a section for 'Add/Remove Surgical Reports Users' and a section for 'Existing Surgery reports'. The 'Existing Surgery reports' section includes a 'Toggle Inline Edit' button, search filters for 'Year of Surgery', 'Type(s) of Surgery', and 'Patient ID', and a table of reports. The table has columns for 'Delete Entry', 'Patient ID', 'Year of Surgery', 'Surgery Details', 'Age at Diagnosis (years)', 'Sex', and 'Ra'. A single report is visible with Patient ID 9,876, Year of Surgery 2026, Surgery Details 'Laser ablation', Age at Diagnosis 12, and Sex 'Male'.

Surgery Reports may be edited directly in the table view. Click the Toggle Inline Edit button to toggle this feature on and off.



This screenshot is identical to the one above, showing the NAEC Surgical Reporting Program interface. The 'Toggle Inline Edit' button is now highlighted with a red arrow, indicating its function to toggle the inline edit feature for the table view.

Details for a specific Surgery Report can also be viewed and edited individually. Click 'Open Report' on a specific Surgery report to view.

The screenshot shows the 'Surgical Reporting Program' interface. At the top, there is a navigation bar with 'About', 'Resources', 'Latest News', and 'Contact'. On the right, there are buttons for 'Find a Center', 'Log Out', and a search icon. Below the navigation bar, there is a 'Submit a New Surgery report' button. The main content area is titled 'Existing Surgery reports' and includes a 'Toggle Inline Edit' button. Below this, there is a section for filtering reports by 'Year of Surgery', 'Type(s) of Surgery', and 'Patient ID'. A search bar and a 'Show 25 entries' dropdown are also present. The main table has columns for 'Delete Entry', 'Patient ID', 'Year of Surgery', 'Surgery Details', 'Age at Diagnosis (years)', 'Sex', and 'Ra'. The first row of the table contains the following data: 'View/Add Outcomes', 'Open Report', 'Delete Entry', '9,876', '2026', 'Laser ablation', '12', 'Male'. A red arrow points to the 'Open Report' link in the second column of the first row.

Outcome reports may be submitted from the View/Add Outcomes link within the table. Alternatively, using the Open Report link as described above opens the report in a separate browser tab. Both the table view and reporting form for Outcomes are embedded within the single Surgery Report view.

This screenshot is identical to the previous one, showing the 'Surgical Reporting Program' interface. However, a red arrow points to the 'View/Add Outcomes' link in the first column of the first row of the table.

The screenshot shows the 'Add Outcome to Surgery Report' form. At the top, there is a search bar with the text 'This search returned no results.' Below this, there is a table with columns for 'Surgery ID', 'Time post-surgery (months)', 'Engel Outcome', 'ILAE Score', and 'Cause of Death'. The table is currently empty, with the text 'Showing 0 to 0 of 0 entries' and 'Previous Next' buttons. Below the table, there is a section for adding a new outcome. It includes a note: '** indicates required fields'. There are three input fields: 'Time post-surgery (months)', 'Engel Outcome', and 'ILAE Score'. A 'Submit' button is located below these fields. A red arrow points to the 'Submit' button.