User Instructions for Submitting a Lesson Learned

1. To submit a Lesson Learned, go to https://lessonslearned.hcacapitaldeployment.com and click the link at the top of the page that reads "**Add a Lesson Learned or Best Practice**".
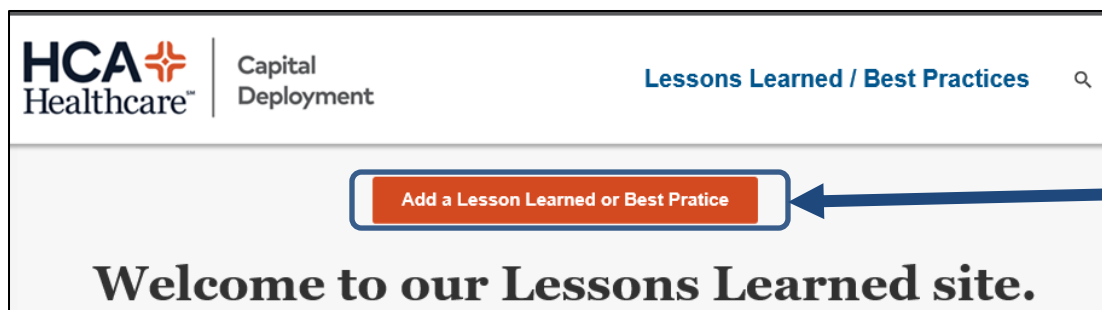
You will be taken to the Lesson Learned login page. Enter your email address. The password will already be populated.

2. To enter a new Lesson Learned, enter your name and a valid e-Builder project number in the fields where indicated and click "**Continue**". For Medical Equipment Lessons Learned, use project number 0000000000. Your name and e-mail address are required in case the HCA Lessons Learned Database Administrator or Lessons Learned Vetting Team needs to contact you with any follow-up questions, but this information will not be viewable to any other users.

3. You will be presented a form that will walk you through the process of creating a Lesson Learned.

HCA✛ | Capital Deployment

Use this form to create and submit a Lesson Learned / Best Practice

Your name

Greg Hallmark

Your email

user@hca.com

Project number

031320004

To change to a different project, please go back.

Facility Name

Methodist Stone Oak Hospital

City

SAN ANTONIO

State

TX

Project Name

METSTO-Surgery Expansion

Project Classification

Addition

Project Type

Acute Care

Lesson Learned / Best Practice Title or Subject (The title/subject should be no more than 3 to 5 words)


Describe the Lesson Learned or Best Practice

B *I* | ≔ ≔ |

Suggested Actions for Future Projects

B *I* | ≔ ≔ |

4. Upon completion of the form, you can either click the "**Submit for approval**" button or the "**Save and finish later**" button. Certain fields are required for your Lesson Learned to be submitted for approval. You will be prompted to provide any missing info when you click the "**Submit for approval**" button.
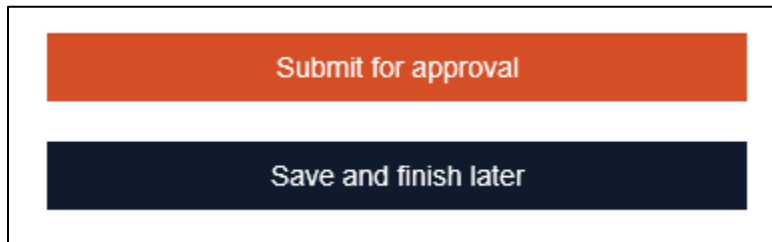
If you click the "**Save and finish later**" button, you will be able to log in later and finish or edit your Lesson Learned.

When you click the "**Submit for approval**" button, the HCA Lessons Learned Database Administrator will receive an alert to review your submission. Your lesson learned or best practice entry will then be reviewed by the Lessons Learned Vetting Team, which will initiate any necessary action and consider your entry for publication in the database, making it searchable on the website.

5. On the next page, you can click the link to enter another Lesson Learned or simply log out.

6. If you have entered Lessons Learned before, upon logging in, you will see a list of any pending submissions, both the ones you have submitted for review and the ones you have saved to complete later. You can click on those submissions if you want to make changes to them or submit them for approval.
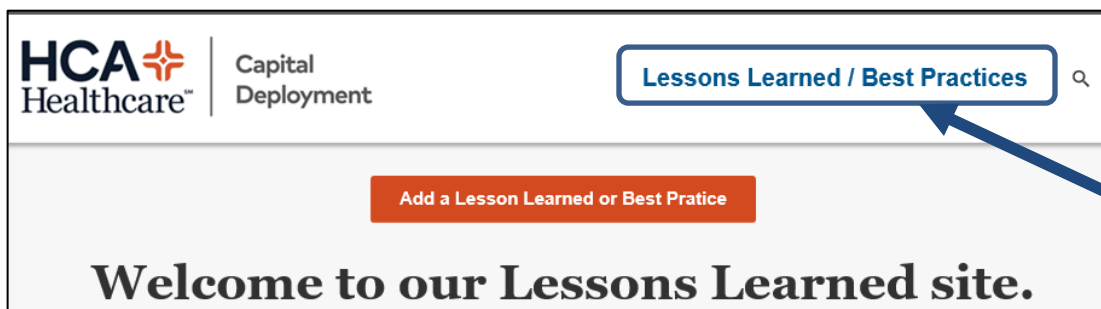
User Instructions for Searching the Lesson Learned Database

1. To search the Lessons Learned database, go to
   https://lessonslearned.hcacapitaldeployment.com and click the link in the top right
   corner of the page that reads "**Lesson Learned / Best Practices**".

You will be brought to the main Lessons Learned screen where you can view the
lessons learned/best practice entries by

- Project Phase – *Planning, Design, Permitting, Construction, Commissioning*
- Project Category – *Prefabrication, Site Logistics, State AHJ, etc.*
- Spec Section
- Recently Posted
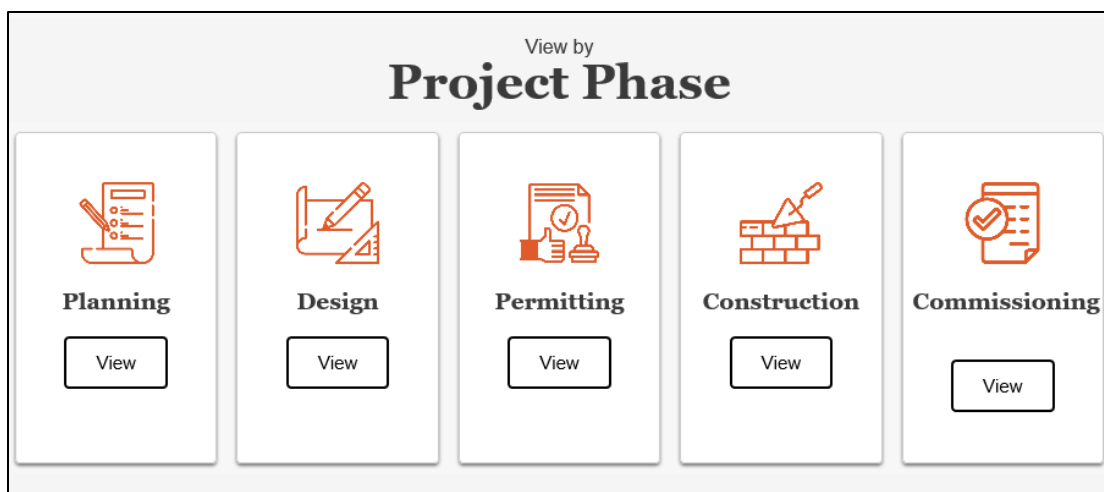
View by
Project Category

Prefabrication	Constructability (means & methods)	Site Logistics
Vendors	MEP (means & methods)	Sourcing
State AHJ (e.g., AHCA, OSHPD, etc.)	Local AHJ	Medical Equipment
IT&S	Facility Operations Impact	Other category

View by
Spec Section

Communications (Div 27) - Composites (Div 06) - Concrete (Div 03) - Contingency (Div 99 91 00) - Conveying Equipment (Div 14) - Earthwork (Div 31) - Electrical (Div 26) - Electronic Safety & Security (Div 28) - Equipment (Div 11) - Existing Conditions (Div 02) - Exterior Improvements (Div 32) - Fee (Div 00 00 01) - Finishes (Div 09) - Fire Suppression (Div 21) - Furnishings (Div 12) - General Conditions (Div 00 00 00) - HVAC (Div 23) - Masonry (Div 04) - Metals (Div 05) - Openings (Div 08) - Plastics - Plumbing (Div 22) - Reimb. General Conditions (Div 01 00 00) - Special Construction (Div 13) - Specialties (Div 10) - Thermal & Moisture Protection (Div 07) - Utilities (Div 33) - Wood

2. You can also perform a key word search by typing in the "Keyword Search" section or clicking on the magnifying glass icon at the top of the page.

Keyword Search

What are you looking for?	Search

HCA✛ Healthcare | Capital Deployment   **Lessons Learned / Best Practices** 🔍

Add a Lesson Learned or Best Pratice

Welcome to our Lessons Learned site.