

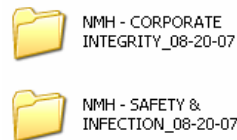
**NORTHWESTERN MEMORIAL HOSPITAL
CORPORATE INTEGRITY and SAFETY & INFECTION CONTROL – DIRECTIONS**

Extracting Zip Files

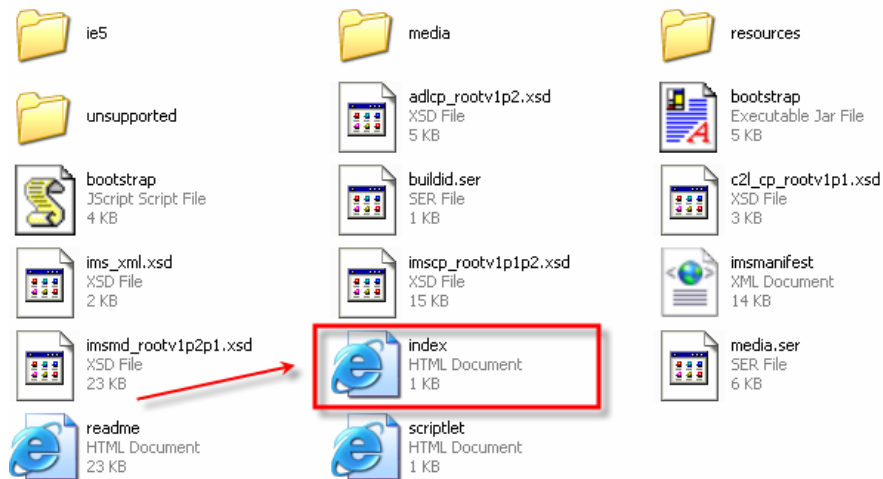
1. Left double-click on “NMH - Corporate Integrity” zip file
2. Left click “Open” file
3. Left click “Agree” to terms
4. Left click on “Extract”
5. Select name and location of folder **OR** select “New File” and label
6. Left click “Extract”
7. Repeat steps 1 – 6 for “NMH - Safety & Infection Control” zip file

CD ROM Distribution

1. Load the CD
2. Double click on the NMH - Corporate Integrity folder



3. Double Click on the “index file”



4. Program will be loaded and will start automatically
5. One program is completed repeat steps 1-4 for “NMH Safety & Infection Control”
6. After both in-services are completed, please have healthcare professional sign and return acknowledgement form