

HEALTH INFORMATION MANAGEMENT PROFESSIONALS' USER INSTRUCTION GUIDE

PROFESSIONAL PRACTICE e-LEARNING AND ASSESSMENT TOOL (PPeAT) AUGUST 2006

INTRODUCTION

This document is intended to assist coding professionals with the on-line PPeAT modules. The purpose of the guide is to ensure all participants can access the e-Learning Tool as easily and efficiently as possible.

COMPUTER REQUIREMENTS

The participant must have access to a computer with a connection to the Internet and Internet Explorer 6.0 or later installed, or Netscape 7.2 or later installed. No additional software is needed. The education modules are accessed by going to the PPeAT website link located on www.echima.ca.

Technical Difficulties?

Problem: Some users don't see the navigation tabs and buttons on the Latest News screen.

Resolution: The problem can be resolved by updating or changing your browser.

Windows Users

The recommended browser is Internet Explorer 6.0 or later version. If you are using an older version of Explorer, then you may not be able to see the navigation tabs and buttons, which will prevent you from accessing your online classes. To determine your Internet Explorer version:

- 1 Click the "**Help**" button in the browser's menu bar
- 2 In the drop-down menu, select "**About Internet Explorer**"
- 3 The information box will display the details about the browser, including the version

If your Explorer browser is anything less than 6.0, then we strongly recommend that you upgrade. Visit Microsoft.com to download the free software upgrade.



If you have Explorer 6.0 but still can't see the navigation tabs or buttons, then you may need to clear your temporary Internet files. Here's how:

- 1 Click the "**Tools**" button on your browser's menu bar
- 2 In the drop-down menu, select "**Internet Options...**"
- 3 Under Temporary Internet files, click "**Delete Files...**"
- 4 A pop-up box will display the message, "Delete all files in the Temporary Internet Files". Click the "**OK**" button
- 5 Under Temporary Internet files, click the "**Settings...**" button
- 6 Under "Check for newer versions of stored pages:" select the option "**Every time you start Internet Explorer**"
- 7 Click "**OK**" to save settings
- 8 Click "**OK**" again to close the Internet Options box
- 9 Quit and then restart Internet Explorer

Macintosh Users

For Mac OS 8.1 to 9.x, the recommended browser is Netscape 7. If you do not have the latest version of Netscape, visit Netscape.com to download the free software. Unfortunately, Internet Explorer is not a supported browser.

For Mac OS X 10 (or later), the recommended browser is Safari, which is the Mac OS X default browser. If you do not have Safari, you may download it at Apple.com.

If you experience any technical difficulties on the new system, please notify us immediately at chima.education@echima.ca.

TECHNICAL SUPPORT

For technical support during the completion of the PPeAT modules, send an email to chima.education@echima.ca or call 519.438.6700 Ext 225 during business hours (Monday to Friday from 0900-1700 hours)

PRIOR TO STARTING YOUR e-LEARNING

Please do a test on a computer with Internet connection to ensure you can access the website. To test your computer's ability to access the PPeAT website, go to the URL site:

<http://campus.ahima.org/ppeat.html>

Each registrant will have received a personal e-Mail containing a unique User ID and Password for access to the learning modules. Please do not share this information with anyone else. Your User ID and Password should be kept in a safe and secure location.

If you have not received your User Name and Password by August 15th, please contact CHIMA immediately at chima.education@echima.ca with your full name, email address and telephone number during business hours. You will receive a response within 2 business days.

WEB SITE LOGIN and USER INSTRUCTIONS

Login to the PPeAT website using the following URL:

<http://campus.ahima.org/ppeat.html>

At this URL you will find the *Introduction* to the PPeAT.

Enter the appropriate information (supplied by e-Mail) in the fields labeled User ID and Password and click on the “*Login*” button. You will have now entered into the PPeAT website.

You will arrive at the “*Instructions*” tab. This is the first of four tabs at the top of this page.

1. The “*Instructions*” tab will provide important information about the ‘Purpose’ of the PPeAT tool, list the subjects of the Modules you will be completing and provide a description of the three components of each module, i.e., Learning, Assessment and Results. You will also note here that the average estimated time for Module completion is 60 minutes, including both the Learning (30 minutes) and Assessment (30 minutes) components for a Module.
2. The second tab is “*Tutorial*” and this will take you to a link that provides more detailed information about the use of the PPeAT online material. Please take the time required to review this *Tutorial*, prior to starting any Modules.
3. The third tab is “*Modules*”. This is where you will find the nine (9) learning Modules listed for your completion. You can complete one Module, log off the site, and return at a later time to complete another. The software will track your progress through the nine (9) Modules that complete the Professional Practice e-Learning Assessment Tool, and identify complete and incomplete sections within each module (see further details on this process in the Tutorial)

Select a Module for completion by *clicking on the Module name*. You will be taken into the detailed learning component of the selected Module. Click on the module name to pen up the module navigation map. It is highly recommended that you work through the modules in numeric order, beginning with Module 1 (Diagnosis Typing) and ending with Module 9 (Neoplasms).

Once you have entered into a module, you will see the page split into two components. The left side of the screen offers an outline of the module content (Navigation Map). The right side of the screen contains the actual content that you will be working through. The window size for both sections can be adjusted by using your double-headed arrow.

You will want to take time to work through the *Learning Outcomes* material prior to taking the *Assessment*.




Ensure that you move forward through the Navigation Map in the order that is provided to you. Each Module is divided into Sections and sub-Sections.

There are several ways to navigate through a PPeAT Module.

a. Navigation within the Module:

You may use the Navigation Task Bar icons that appear in the task bar at the top of your Screen above the Module Content Window.


b. Navigation within the Module Subsections:

You can use the  button at the bottom right corner of each page. On the right hand side of the page, work through the content of the module by clicking on the  or  arrow at the bottom right corner of the page. Note, these buttons are programmed to move you through BOTH the Sections and the Pages of the module content. When hovering over these buttons with your mouse they will indicate the section or page movement.

c. Navigation using the Navigation Map:

You can move through each module by simply clicking on the links within the Navigation Map on the left side of your screen.

You can move back and forth in the Learning component of each module, reviewing as many times as desired prior to taking the *Module Assessment*.

When you enter the page labeled *PPeAT Module (#) Assessment Activation* from the left navigation area or from the last page arrived at with the  button in the module you are working on, you will see a critical question, “*Are you ready to start the Module (#) Assessment Activation*”? Remember, you can review the Learning component as often as you need, but you can enter and complete the *Assessment* component ONLY once. This information is repeated below for emphasis and is taken directly from the PPeAT.

Please read this important information before you activate and start the assessment:

- 1 After you click the "ACTIVATE ASSESSMENT" link contained in the box below, you will see the message "You have been assigned a **new unit**" at the top of the page. Click the **New unit** link to start the assessment.
- 2 **IMPORTANT:** You have exactly thirty **(30) minutes** to complete the assessment and **your time starts as soon as you click the new unit** link. Once you start an assessment, you must complete and submit it within the allowed 30 minutes. You will not be able to start an assessment and return at a later time to complete it. For that reason, you should start the assessment only when you are absolutely certain you will have 30 minutes of uninterrupted time.
- 3 When the assessment starts, the learning material will be removed from the module.
- 4 While in the assessment, do not click/move to any other pages/links or you will lose any completed questions.
- 5 After you complete and submit the assessment, the learning material will be restored to the module.

Activate the assessment only after you have read and understand the information above.

ACTIVATE ASSESSMENT

Activate the assessment only after you have **read and understood the information displayed on the Module Assessment Introduction screen.**

After you select "Yes" and click the "Submit" button, you will see the message "You have been assigned a New Unit" at the top of the page. Click the *New Unit* link to start your Assessment.

Following these instructions is a request to "**ACTIVATE ASSESSMENT**". Once you select this option by clicking on the *Submit* button, go to the next screen and then select the **New Unit** option; your module content material will disappear and you will activate your *Assessment*. It is very important that when preparing to do the *Assessment* that you ensure you have 30 minutes of un-interrupted time to complete the entire *Assessment*. Be sure to answer ALL questions before you submit the *Assessment*. After you click the "Submit" button you will NOT be able to make changes.

The learning material will have been removed from the module during your assessment. The learning material will be restored to the module when your assessment has been submitted. Be sure to answer ALL questions before you submit the assessment. After you click the "Submit" button, you will NOT be able to make changes.

You will have thirty (30) minutes to complete the assessment and your time starts as soon as you click the New Unit link. Check your watch; there is no automated count down visible on the Assessment screen.

If you do not submit your Assessment within the allowed 30 minutes, you will see a message similar to the following:

“Access only allowed from Aug 01 2006 23:38:18 to Aug 02 2006 0:08:18”

You will not be permitted to submit the assessment after time runs out, and the Learning Outcomes folder will not be restored to the module for viewing. If this occurs, please have your Director contact CHIMA at education.chima@echima.ca with approval and instruction for your Module to be reset. The module will be reset within 2 business days from the time of the request.

After you complete and submit your *Assessment*, your results will be presented on screen for your review. The coursework is then restored to the module. You will note that the coursework folder follows the Assessment folder now (prior to taking the assessment, the coursework folder was presented above the Assessment folder). The advantage of this is that when you open a module and observe the assessment folder above the coursework folder, then it is immediately evident that this Module Assessment has been completed and already submitted.

4. The fourth tab is “**Assessments**” and this will take you to your private, personal results for the modules completed. Note, these personalized results are not available to anyone but you. They provide you with immediate feedback on your learning assessment.

Your *Assessment* results are available to you on completion of each Module. The results page will show you each assessment question, your answer, your personal points scored on the question, the correct or incorrect status of your response and, at the top of the page, your total points and the total possible points for the module.

PRINTING YOUR RESULTS

Your Assessment results will appear as a multi-page report with a header and Questions and Results listed in numerical order, like the Module 1 sample below.

Diagnosis Typing Assessment

Status	Reviewed	
Username	S010952020	
ExerciseMode:	ForCredit	
Submitted	Jul 10 2006 12:10:39	
Total points for test	25 out of 31	
Corrected by	Autocorrect	Jul 10 2006 12:10:39

Question 1

True/False. In a normal newborn with jaundice not actively treated, the jaundice would be Diagnosis Type 3.

No answer selected
0 out of 1

Once you complete your Assessment, you will be able to print your results. **DO NOT USE THE PRINTER ICON AT THE TOP OF THE PAGE** (this icon is not functional). Instead, do the following:

1. Right click on the 'Assessment' result page you see on screen
2. Click on 'Print Frame'
3. Your results will print to the printer connected to the computer you are using.

YOUR PERSONAL RESULTS

The results from the *Assessment* component will be recorded in the PPeAT, and will be known by you and you alone. They are protected by your Unique User Name and Password. Your manager will receive only aggregate results for your facility or group of facilities (when there are facilities with less than five [5] coders); your manager will NOT receive individual results by unique ID. Facility and LHIN results will be provided to the Ministry. There will be absolutely NO penalties, regardless of the scores you obtain on these modules; the purpose of the *Assessment* is to identify areas for improvement and to guide further educational development.

LATE REGISTRATION

If you were unable to register prior to the PPeAT start date of August 1st, 2006 you can still register for a User Name and Password by contacting chima.education@echima.ca

To Be Registered and to Receive a Unique ID and Password: Contact CHIMA at chima.education@echima.ca and provide your full name, email address, telephone number, primary site where you code, and the name of your Director of Health Records/HIM. Please use the phrase “Request PPeAT Registration” in the subject line of your email. You will receive a response with your Unique User Name and ID within 2 business days.

Regardless of when you register to participate in the online Professional Practice e-Learning and Assessment Tool, access will be closed to all users on October 31, 2006 at 2359 hours.

We sincerely hope you enjoy this unique online learning opportunity.