TETAF
TEXAS EMS TRAUMA & ACUTE CARE FOUNDATION

Hospital Data Management Course

Registration Instructions

TETAF HDMC Pre-Course Task List

Task 1

Create your student online account with Trauma Analytics LMS and enroll in the TETAF HDMC. *Note: Your welcome email includes your unique course enrollment key. The key will be used to complete your online access and enrollment. Please have your welcome email with enrollment key available as your complete Task 1.*
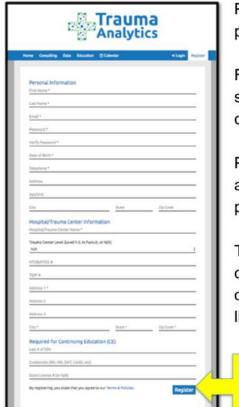
- **Step 1:** Access the Trauma Analytics home page at www.TraumaAnalytics.com and complete the online registration form to gain access to the Trauma Analytics Learning Management System (LMS). *Note: If you already have a Trauma Analytics login, proceed with logging in and skip to Step 5.*

- **Step 2:** Once you click on Register, you will be redirected to the registration form. Please complete **ALL** information on the registration form.

Please complete the full registration form and set up your password.

For your security, keep your login and password confidential. It should only be used by you for your personal information and course information to stay secure.

Provide your hospital/trauma center information. Your hospital address information is required as part of the registration process.

To obtain a continuing education certificate, you must complete the "Required for Continuing Education (CE)" section of the registration. If you do not have credentials or a state license, please leave these two data points blank.

Upon completing the personal information, hospital/trauma center information, and Required for Continuing Education (CE), click the Register button on the lower right corner of the form.

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- **Step 3:** After completing the registration form, you will be redirected to your profile screen as shown below.

Your name will appear in the top right menu bar of the Trauma Analytics website with a dropdown menu for My Courses, My Profile, and logout.
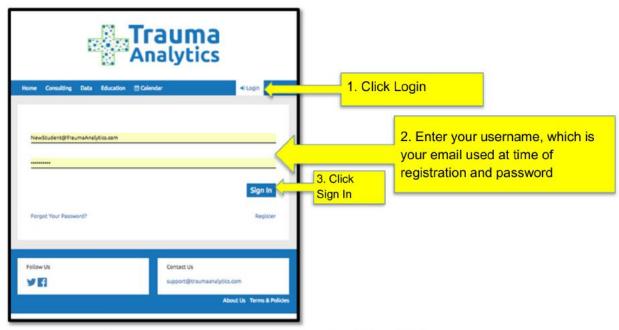
Your account type will appear as "Student."

Your approval status will appear as "Pending." All registrations are pending administrator approval, which can take 24 to 48 hours. Each account is reviewed to ensure the security of our students and LMS. Once your account is approved, the pending status will change to approved and you will receive an email notification.

It is important to check your email after you have completed the online registration and once you have reached this screen. You will receive an email confirmation stating, *"Welcome to Trauma Analytics! Your account is successfully registered and submitted for review. It will be processed within the next 24 to 48 hours. Thanks and stay tuned! Trauma Analytics Team."*
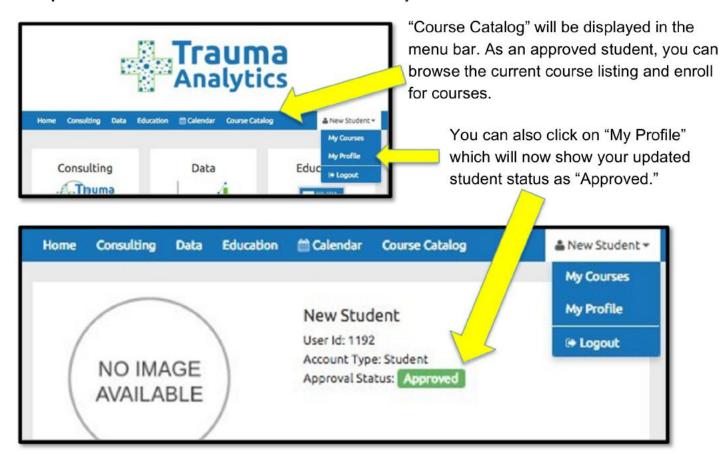
From this screen you can review all your personal information, upload your student photo, and change your password. You can update your personal information and hospital association should any of this information change.

- **Step 4:** The online registration for the Trauma Analytics LMS is now complete. You will log out of the system and wait 24 to 48 hours for your account to be approved. Once you receive your approval email to the email address used with your registration, you will log back into www.TraumaAnalytics.com with your username and password and follow the steps listed in Step 5.
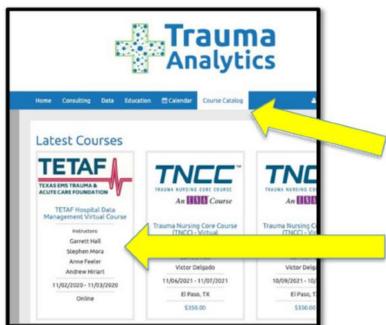
TETAF HDMC Pre-Course Task List

- **Step 5:** You will receive email confirmation that your Trauma Analytics LMS student user account has been approved. Go to www.TraumaAnalytics.com and click "Login," then follow the steps to sign into the LMS. With an approved account you have full access to the Trauma Analytics website.

1. Click Login

2. Enter your username, which is your email used at time of registration and password

3. Click Sign In

- **Step 6:** You now have full access to the Trauma Analytics LMS.

"Course Catalog" will be displayed in the menu bar. As an approved student, you can browse the current course listing and enroll for courses.

You can also click on "My Profile" which will now show your updated student status as "Approved."

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- **Step 7:** You can now select your course from the Course Catalog.

Click on "Course Catalog" tab and the latest courses will appear. Look for your course.

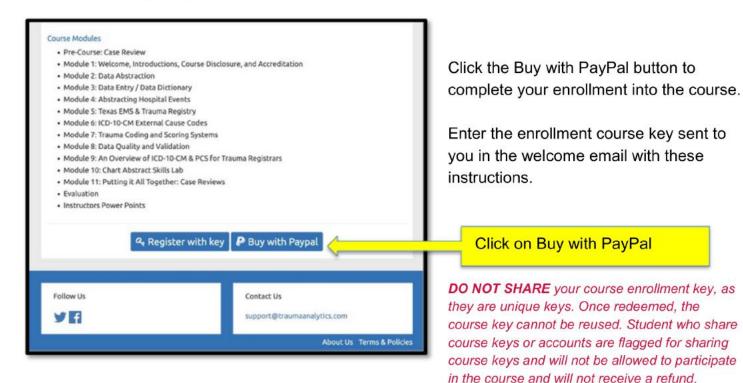The course will be the TETAF Hospital Data Management (Virtual) Course (HDMC).

- **Step 8:** Click on the TETAF HDMC listing and the course details will be displayed.

Please review the following:
- Overview
- Instructor Note
- Learning Objective
- Prerequisites
- Textbook or Additional Resources
- Continuing Education
- Course Modules

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- **Step 9:** Scroll to the bottom of the course details screen and click on the "Buy with PayPal" button to complete your enrollment into the course.

Click the Buy with PayPal button to complete your enrollment into the course.

Enter the enrollment course key sent to you in the welcome email with these instructions.

Click on Buy with PayPal

DO NOT SHARE your course enrollment key, as they are unique keys. Once redeemed, the course key cannot be reused. Student who share course keys or accounts are flagged for sharing course keys and will not be allowed to participate in the course and will not receive a refund.

READ THIS

Follow the purchase with PayPal. This will allow you to pay with a credit or debit card. **You do not need a PayPal account to pay for the course. You can pay using a credit or debit card via the PayPal site.** If you have a PayPal account, you can log into your account and pay with any methods.
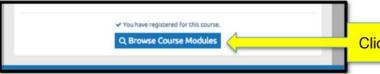
If your hospital needs to pay by check, contact <u>mike.walker@traumaanalytics.com</u> for an invoice. Payment must be received by October 24, 2024.

After successful payment via PayPal, "You have successfully registered for this course!" will appear on the course detail screen.

The course will then be listed under "My Courses," when you log into the Trauma Analytics LMS.

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- **Step 10:** You are now enrolled in the course. Scroll to the bottom of the course details screen and click "Browse Course Modules."

Click Browse Course Modules

After clicking on "Browse Course Modules" you will be taken into the course module screen. You will access all of your learning documents here during the course.

You will have access to these course documents permanently through your student profile listed under "My Courses." All documents for the course will be uploaded the day before the course is schedule to start.

The Pre-Course module and work will only be available before the course. All other modules and documents will not be viewable until before the course is scheduled to start or the day the course begins.

The instructors will open course modules prior to the first day of the course. Once opened by instructors, each course module can be clicked and to the right, all of the module specific information, documents, videos, files, and links will appear for each module.

Congratulations you have completed student task number 1 now you are ready to move onto task number 2.

Remember your username and password, as you will be led through each of the course modules during the course by your instructor.

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Task 2

Set up and test the GoTo application. The course will use GoTo for live lectures and breakout groups. Click here for instructions on setting up GoTo on your computer.

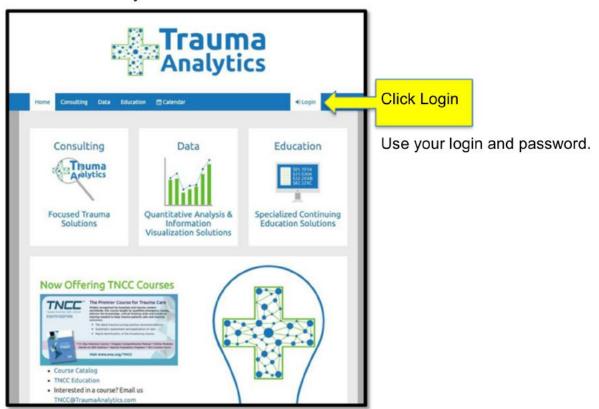Please work with your hospital IT team to ensure you can attend GoTo meetings.

https://support.goto.com/webinar/help/attendee-overview-guide

Congratulations you have completed student task number 2 now you are ready to move onto task number 3.
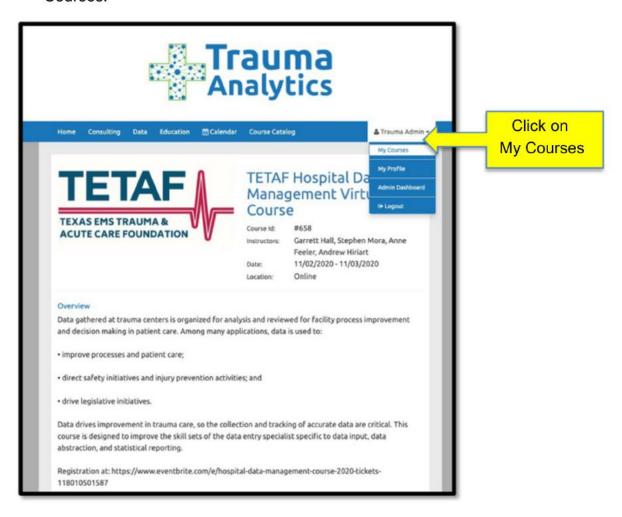
Task 3

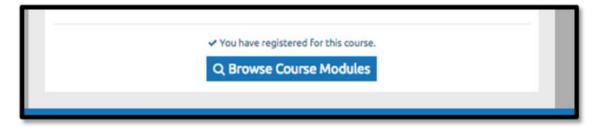**Complete the TETAF Hospital Data Management Pre-Course Module assignment: "Putting It ALL Together: Case Reviews."**

- **Step 1:** Access the Trauma Analytics home page (www.TraumaAnalytics.com) and log into the Trauma Analytics LMS.

Use your login and password.

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- **Step 2:** Access the TETAF Hospital Data Management Course (HDMC) by clicking on "My Courses."
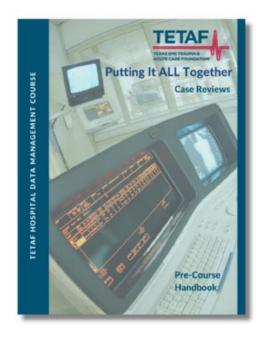
- **Step 3:** Scroll to the bottom of the course details screen and click "Browse Course Modules."

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- **Step 4:** You will have access to the Pre-Course "Putting it ALL Together: Case Review" Module as shown.

Click on the "TETAF Pre-Course Handbook" and download.

You will need to complete the Pre-Course Handbook case studies before the course.

- **Step 5:** Once you download the packet, read the Scenario Case studies and answer the questions in the handbook. This packet will be collected on day one of the course. Please try your best with answering the questions.

Congratulations you have completed student task number 3.

TETAF HDMC Pre-Course Task List

Congratulations you have completed the student tasks now you are ready to attend the TETAF Hospital Data Management Course.

Please remember your user login and password for the Trauma Analytics LMS.

If you have a question or issues, please email: Support@TraumaAnalytics.com
Trauma Analytics will respond within 24 to 48 hours of receiving your support email.

TETAF Hospital Data Management Course Registration Instructions

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