

## I. Registration

- These webcasts are intended for invited Optum/UnitedHealth Group employees only.
- Need to change or cancel your registration? Please email OptumHealth Education at moreinfo@optumhealtheducation.com.
- Need your registration confirmation resent? Please email OptumHealth Education at moreinfo@optumhealtheducation.com. **Do not re-register for the webcast!**
- Unable to attend one of the live webcasts? Don't worry! All webcasts will be made available on-demand. Instructions will be sent via email when the on-demand webcast is posted.
- Upon registration, you will be sent a confirmation email automatically from the website. This confirmation email will contain a link to add the webcast as an appointment to your Outlook calendar and instructions on how to participate in the live webcast. You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. If you have already taken the pretest, you do not need to retake it. This message is only a reminder.

#### II. Accreditation/Continuing education

- Earn 1.00 AMA/APA/ASWB/CCMC/ACPE/CME/CNE credit for each webcast completed.
- This webcast is accredited for physicians, psychologists, nurses, social workers, counselors, therapists, case managers, pharmacists and pharmacy technicians.

#### III. Pretest

- You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. If you have already taken the pretest, you do not need to retake it. This message is only a reminder.
- Please read and follow the instructions in the pretest email closely!
- Go to https://www.optumhealtheducation.com
  - If you **Do Not** have an account, click Create account and enter your information.
  - If you **Do** have an account, click <sup>Log in</sup> and enter your log-in information.
- You must be logged into your account to take the pretest.
   Once logged in, go to the course page on the website.
   (The specific url/website address will be provided in the pretest email.)
- Click the REGISTER tab

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- Click "OK" to the following "Message from webpage."

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- Review your results and then close out of your browser window.
  - Please Note: The pre-activity assessment is not graded. Responses will be collected to develop baseline knowledge levels to assess the activity.

# IV. Participating in the live webcast

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- Upon registration, you will be sent a confirmation email automatically from the website. This confirmation email will contain a link to add the webcast as an appointment to your Outlook calendar and instructions on how to participate in the live webcast.
- You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. If you have already taken the pretest, you do not need to retake it. This message is only a reminder.
- <u>Be sure to log into the WebEx using your proper first and last name</u> (no abbreviations; i.e. Katie R.). This will allow us to quickly and easily pull attendance reports directly from WebEx.
- We encourage you to listen to the audio via your computer or have WebEx call you
  directly.
- Please remember to keep your phone on mute throughout the entire meeting.
- If you would like to ask the speaker a question or respond to a comment, please use the "chat" feature within WebEx. Click on the "chat" icon in the upper right-hand corner of your screen to open up your chat window. In the drop-down box, select "EVERYONE" prior to pressing "send."
- A Q&A session will be held at the end of the presentation.
- Upon conclusion of the activity, you will be emailed instructions on how to receive your certificate of attendance.
- V. Slides
  - When available, slides can be downloaded here: https://www.optumhealtheducation.com/behavioral-health-clinical-reg



# **Optum Behavioral Health Clinical Webinar Series**

Frequently Asked Questions July 2019

### VI. Post-test and how to claim credit

- You will be sent an email to take the post-test within 24 hours following the webcast.
- Please read and follow the instructions in the post-test email closely!
- Post-activity materials including claiming credit must be completed within 30 days
  of participating in the webcast. No exceptions will be made!
- <u>You must be logged into your account in order to take the post-test.</u> Once logged in, go to the course page on the website. (The specific url/website address will be provided in the post-test email.)
- Under the CONTINUE tab click CONTINUE

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- Post-Test: Select your answers and press FINISH (bottom right-hand-side of the page) when complete
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 Evaluation. If you did not receive 70%, press "previous" reviews in the bottom
 left-hand-side of your screen and re-take the test.

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- Enter your credit hours.
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# VII. Contact Us

• If you have any questions about your participation in this activity, please email OptumHealth Education at moreinfo@optumhealtheducation.com.