

# I. Registration

- These webcasts are intended for invited Optum/UnitedHealth Group employees only.
- You may register for only one webcast per month.
- 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 by your manager 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 ACPE/AMA/ASWB/APA/CME/CNE credit for each webcast completed.
- This webcast is accredited for counselors, nurses, psychologists, pharmacists, pharmacy technicians, physicians, social workers and therapists.

# 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>2 Log in</sup> and enter your log-in information.
- <u>You must be logged into your account to take the pretest.</u> 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

# ASTHMA: PREVENTION AND TREATMENT OF EXACERBATIONS December 13, 2018

• In the ACCESS CODE box, enter "optum" (all lowercase) and click UNLOCK

ACCESS CODE *	
This activity requires an access code.	
UNLOCK	
Click CONTINUE	

OVERVIEW PROGRAM/FACULTY ACCREDITATION REGISTER



 Under CE INFO click START or click Continue (bottom right-hand-side) ASTHMA: PREVENTION AND TREATMENT OF EXACERBATIONS

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		Get started by clicking "Start" and viewing the "CE info"; then follow the prompts at the
	*	bottom of the screen. At the end of the activity, you will be able to view, save, or print your certificate of participation. A complete listing of all of your activities can be found under "My
=		Account", "My Activities."



- After reviewing the Accreditation Statement (CE Info), click Next (bottom right-hand-side)
   Activity NAVIGATION
- Take pretest: Select your answers and press FINISH (bottom right-hand-side of the page) when complete
- Click "OK" to the following "Message from webpage."



- Review your results and then close 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

- 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.



# **Population Health Clinical Educational Series**

Frequently Asked Questions July 2019

# V. Slides

• When available, slides can be downloaded here: https://www.optumhealtheducation.com/population-health-reg

#### 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
   ASTHMA: PREVENTION AND TREATMENT OF
   EXACERBATIONS
   December 10, 2018

OVERVIEW PROGRAM/FACULTY ACCREDITATION CONTINUE



- Post-Test: Select your answers and press FINISH (bottom right-hand-side of the page) when complete
- Click "OK" to the following "Message from webpage."

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?	By proceeding you won't be able to go back and edit your answers.
	OK Cancel

Review your results and then click Next
 (bottom right-hand-side)
 POSTACTIVITY ASSESSMENT



• Evaluation: Complete all of the required questions (\*) within the Evaluation. When finished, click SUBMIT (bottom of the page)

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Please provide us with any additional comments you may have about this educat activity. We appreciate your comments!	



Click Next (bottom right hand-side)
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- Credit: Credit received is no longer tied to your profile! Learners can now easily claim the credit or credits that meet their needs.
- Under Credit, check the check box next to the type of credit you would like to request.
- Enter your credit hours.
- Check off that you agree (just above the SUBMIT button)
- Click SUBMIT (bottom right hand-side)





- Click Next (bottom right hand-side)
- Click "Download certificate"



• Depending on your browser settings, your certificate may open up in the same tab, a new tab or download directly to your desk top. Print or save the PDF of your certificate.

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	OptumHealth Education certifies that Physician Test
	has participated in the titled
	Asthma: Prevention and Treatment of Exacerbations
	on Mon, Dec 10, 2018 - 11:00 am through Mon, Dec 10, 2018 - 12:00 pm
and is aw	varded 1.00 AMA PRA Category 1 Credits**. Physicians should claim only the credit
	commensurate with the extent of their participation in the activity.
	This activity was designated for a maximum of 1.00 contact hour(s).
	OptumHealth Education maintains responsibility for the activity. Joint Accreditation Provider: JA0016
	In support of improving patient care, OptumHealth Education is jointly accredited by the Accreditation Council for Continuing Medical Education (ACOME), the Accreditation Council for Pharmacy Education (ACPR), and the American Nurses Credentialing Center (ANOC) to provide continuing education for the memory and the American Nurses Credentialing Center (ANOC) to provide continuing education for the memory and the American Nurses Credentialing Center (ANOC) to provide continuing education for the memory and the American Nurses Credentialing Center (ANOC) to provide continuing education for the memory and the American Nurses Credentialing Center (ANOC) to provide continuing education for the memory of the American Nurses (Another Section 2010) (ANOC) to provide continuing education for the memory of the American Nurses (Another Section 2010) (ANOC) to provide continuing education for the memory of the American Nurses (Another Section 2010) (ANOC) (Another Section 2010) (Another Section 2010
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- You may close out of your browser.
- A complete listing of all of your activities can be found in your profile, under My Account, My Activities.

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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.