

OHIMA's step-by-step instructions for accessing online CE courses through the Telusys Continuing Education System



Welcome to the Ohio Health Information Management Association

Now you have the convenience of completing Ohio Health Information Management Association continuing education courses online. Each course is associated with a quiz which is scored automatically. The score is displayed immediately upon completion.

By clicking on the navigation buttons to the left, you may:

- Browse the currently available Course Topics by clicking on **View Course Topics**, registration costs, and the number of CE credits awarded up
- Purchase courses by clicking on the **Purchase Courses** online access.
- You may click on **Access Courses** to view and access
- Receive help at any time by clicking on the **Support/Help**

When you first sign on to the CE online, you'll see this **Welcome screen**. Choose on a button in the left directory to:

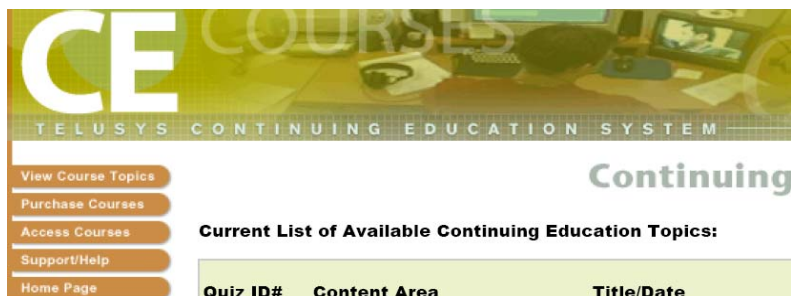
View Course Topics - Browse the currently available course topics and details associated with each course.

Purchase Courses – Register for a user account, purchase courses with your credit card and gain immediate online access.

Access Courses - Access previously purchased courses.

Support/Help – Submit inquiry to tech support.

Home Page – Return to OHIMA homepage at www.ohima.org



Current List of Available Continuing Education Topics:

Quiz ID#	Content Area	Title/Date
9	Technology	E-HEALTH FOUNDATIONS - October, 2002
7	Clinical Data Management	INTERVENTIONAL RADIOLOGY CODING - 12/00, Revised October, 2005
5	Clinical Data Management	BASIC ICD-9-CM CODING FOR PHYSICIAN OFFICES - 5/00 - Revised August, 2005
3	Clinical Data Management	BASIC ICD-9-CM: INTRODUCTION TO CODING - 12/99 - Revised August, 2005
1	Management Development	RHIA SELF ASSESSMENT (Part 1) - August, 1999 - Reviewed August, 2006
2	Management Development	RHIA SELF ASSESSMENT (Part 2) - August, 1999- Reviewed August, 2006
10	Clinical Data Management	BASIC MEDICAL TERMINOLOGY

View Course Topics lists currently available courses along with ID#, Title/Date, CE Credits, Number of Questions in the Final Test with Minimum Correct Answers to Pass, and Course Price.

By clicking on the course link, you will find the following information:

- Course Description
- Fees & Registration
- CE Credits
- FAQs



- [View Course Topics](#)
- [Purchase Courses](#)
- [Access Courses](#)
- [Support/Help](#)
- [Home Page](#)

Continuing E

You must be a registered user to purchase Continuing Education courses. **Registration is** contact information and select a user name and password. Registered users may also use the link information.

Please click on one of the following links to proceed:

- [Purchase a Continuing Education Course](#)
- [Register for a TCE System User Account](#)
- [Update Your TCE System User Account](#)
- [Have the TCE System Send You Your User Name and Password v](#)

Purchase Courses contains the following important links:

Purchase a Continuing Education Course - Use this link to begin purchasing courses but only after you have established a username and password (see next step).

Register for a TCE System User Account - Before you purchase a course, you must register as a TCE user. The registration is free. Select the link "**Register for a TCE System User Account**" and fill out the contact information. At this point you will select a username and password to register as a user of the TCE system. All information (contact information, username, and password) can be updated at any time at "**Update Your TCE System User Account**".

If you cannot remember if you have an TCE account or your username and/or password, select "**Have the TCE System Send You Your User Name and Password via E-mail**" and enter your e-mail address. If you are a TCE user, the system will send your username and password to your e-mail account. It is recommended that you use only one TCE account.

You will be presented with a list of available courses after you sign in. There is a "**Check Your TCE History**" button above the list. Be sure to select it to view courses you have purchased and completed. You do not receive additional CE credits for repeating a course.

You may purchase multiple courses at once. Check all of the courses you wish to purchase and fill out the credit card information. Your contact information will be filled in by the system. You may make changes if necessary at this point.

You will receive a confirmation page after you have selected the Continue button. Verify your purchase information and select **Complete Registration** to finish the process. If there is incorrect information, click your browser's back button to correct it. Once the purchase is complete, you will receive an e-mail with access information to the course.

Sample email with access instructions:

Subject: TCE System User Account Registration
Date: 10/28/2008 4:53:47 A.M. Eastern Daylight Time
From: webserv@telusys.net
To: ohima-info@ohima.org
Sent from the Internet ([Details](#))

Thank you for registering for a Telusys Continuing Education System account. Please use the following information to access the system.

Location: <http://www.telusys.net/tce-bin/access?950110+0876667838820627>

User Name: ohimacourse123
Password: password123

Quiz ID#	19
Core Content Area:	Management Development
Quiz Title:	RHIT Certification Exam Prep
Reference Document:	Access CE Reference Material
Instructions:	Please review the reference document above by clicking on the link. A new window will open with the reference material. You may then proceed to submit answers to the following CE quiz. All questions require a response. Do not click on the Submit Button more than once if you do not receive an immediate response. If you are disconnected or are unable to see your results once submitted, check your e-mail box for a message with your CE quiz results and a link to your certificate of completion.

1. A Primary purpose of the health record is to:

- a. assist the customer service representative review a patient bill
- b. be used in a divorce hearing
- c. serve as a communication tool between the patient and physician
- d. be reviewed by the pharmacist to determine drug interaction for

Access Courses allows you to view a list of all courses you have purchased but not yet completed after entering your registered username and password.

You can take one course at a time and will have access to your course(s) until you submit the final self-assessment test associated with each course. Select the course you wish to take by checking the radio button next to the "Quiz ID#."

The course self-assessment test (also referred to as 'quiz') will be displayed next preceded by a table of information at the top of the page. Special instructions will be displayed in the 5th row of this table. **Please read these instructions carefully.**

 **IMPORTANT !**

To access the course content you must *Reference Document* and click on the **Access CE Reference Material** link in the 4th row of the table.

A new window will open with the course content. When you close that window, you will return to the self-assessment test.

All test questions are multiple choice-type questions. You must answer all questions in order to complete the quiz. You will not be able to change answers once you select the **Submit Quiz** button. You will also no longer be able to access course content.

Your test results will display immediately at the next page. If you pass the test, you may select the certificate link to receive a certificate. The certificate link will be included in an e-mail message confirmation that you have passed.

Support/Help links you to the support department providing 24x7 technical support.

For further assistance, complete and submit your inquiry via this link.

We hope you enjoy the convenience of OHIMA online courses! Please e-mail Amy Dotts, RHIA – OHIMA Executive Director with any further questions or comments: ohima-info@ohima.org