

Enhancing Outcomes for Patients and Their Caregivers.

# HealthStream Learning Center HospitalDirect - Quick Guide



April 2008

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## 1. Student Overview

#### 1.1 Logging into the Next Generation HealthStream Learning Center -

Go to <u>www.hill-rom.com</u> and click on "Quick Links" on the right side of the Hill-Rom home page. Then select "Hill-Rom eLearning". This will take you to the Healthstream access point.



Through the HealthStream AccessPoint, students can conveniently locate their facility specific login for the HealthStream Learning Center. Students simply select their state and corresponding facility from the appropriate drop down menus.

ItalDirect		
Stream		Getting Started
		Getting started is easy!
Choose Your Facilit	¥	Step 1 lets you tell us from which facility you are signing in. If you have already registered at
* Countr	y: United States	http://learn.healthstream.com/hd, please find your facility from the list to the left and
* State/Province	e: Connecticut	click NEXT.
* Select Facilit	✓ My facility not found or not with a facility. American Red Cross Blood Services Aplicare. Inc.: Bradley Memorial Hospital & Health Center Briddepoort Hospital	If this is your first time visiting this site, please select your facility from the list and register on the next page.
	Bridgeport Surgical Center of HealthSouth Bristol Hospital Cedarcrest Hospital CENTRAL CT DIALYSIS CENTER	Getting Help is just as easy. Contact us if you have:
	Centre for Plastic Surgery  View Facility Info Clear Selection	<ul> <li>Technical Problems</li> <li>User ID or Password Problems</li> </ul>
	If you do not find your facility in the list above, please enter your facility name below.	HealthStream Customer Service
Facility (only if ne found above	): Next	HealthStream*

HealthStream Customer Service customer.service@healthstream.com 800-521-0574

📥 HealthStream

Students will be redirected to their facility specific login screen where they can login using a previously created account. First time users can also self-enroll in the system by clicking on the "First Time Students" link.



**1.2 Accessing HospitalDirect Courses** – Once logged in, click on the HospitalDirect tab.





By clicking on the HospitalDirect tab, users will have access to two primary types of training. Courseware on the effective use of medical devices (Devices) and numerous complimentary online continuing education courses. (Online CE). Click on the category of courses you would like to view and then browse for specific courses by manufacturer, specialty, or alphabetically. Once you have located your course, select the title to access the course.

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My Courses My Transcript Catalog HospitalDirect® My Profile	107 9 2007 9 111	Site Map 🕜 Help
HospitalDirect® Browse Devices	Online CE	Eive & Print CE
Browse by: <u>My Devices</u>   <u>Alphabetical</u>   Alphabetical Search # A B C D E F G H I J K L M N O P Q R S T U Y W X Y Z Other ALL	<u>Manufacturers   Specialty</u>	
Search Results		1 Record(s)
Davies	Manufacturer Comn	non Name
Nhon Kohden: Monitoring Cinical Applications	Nihon Kohden	
For questions, comments, or to report a problem please contact Custo customer.service@healt	omer Care at: HealthStream Customer hstream.com.	Care 800-521-0574,
FealthStream' Copyright © 2007 Healt Build 75.29.749.6	hStream, Inc. All Rights Reserved.	~

Within the course overview section, select the Online Course.



Once on the Course Details page, you can review the course overview and details about the course. To launch the course, select the first learning activity within the course.

\*\*Courses may have multiple learning activities, including lessons, tests, and evaluations.

Courses My	Transcript Catalog	HospitalDirect®	My Profile		😨 Site I	Иар 👩 Ни
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ou are enrolled i rior to beginning	in this course. Click the " g the learning activities b	Course Overview" How. (For CE Crea	link above to review the cours lit Information, scroll down.)	e description, learning ob	ojectives, and all available CE cre	edit
earning Activit	ty.		Status	Score	Last Accessed	
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Continuing E he list below sho n the Course Ov elow (if available	ducation Credit In ows the CE credit for whi verview screen for which ) or by contacting your	f <b>ormation</b> ch you qualify, ba you qualify, upda administrator.	sed upon your professional lice te your professional license info	nse information in the sy ormation by clicking the '	stem. If there is another credit Maintain Disciplines and License	listed s'' link
Credit Name	Units	License #	Credit Expires On			
	1.50 Category A		1/4/2008	Maintain D	iscipline and License Informatio	0

#### **1.3: Additional Information**

- My Courses this tab will show all courses currently in progress but not yet completed.
- My Transcript this tab will show all courses that have been successfully completed. <u>However, please note there is a date range drop-down menu that</u> may need to be changed to see all courses for a certain period.
- My Profile this tab is where students can make changes to their name, address, password, license information, etc.



## 2. Administrator Overview

**1.2 2.1 Logging into the Next Generation HealthStream Learning Center** –Go to <u>www.hill-rom.com</u> and click on the "Quick Links" on the right side of the Hill-Rom home page. Then select Hill-Rom eLearning. This will take you to the Healthstream access point.



Through the HealthStream AccessPoint, administrators can conveniently locate their facility specific login for the HealthStream Learning Center. Administrators simply select their state and corresponding facility from the appropriate drop down menus.



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Administrators will be redirected to their facility specific login screen where they can login using the username and password created by Healthstream. This will be your first initial plus last name for both.



Users with both administrator and student privileges will be asked which profile type they would like to sign in under.



HealthStream Customer Service customer.service@healthstream.com 800-521-0574 Upon logging in, you will be delivered to the Site Map. Click on the "Site Map" button from anywhere inside the HLC to return to this screen.

CSite Map - Windows Internet	t Explorer		
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People Student Management	Reports Request Manager	Tools	HealthStream
Add a Student	Manage Requests	Institution Management	Knowledge
Manage Students		Add a Department	Center
	Reports	Manage Departments	click here
Administrator Management	Course Listing	Services	
Manage Administrators	Group Transcript	HospitalDirect®	COURSEWARE
		Course Library	he FEMA 300
		About Us	Must Dy St.
		Search Online Help	Comp
		User Guides	
		My Drofile	Emergency
		Manage Account Information	Preparedness
		Manage System Preferences	2 Disectory
		Check System Requirements	& Disaster
			eenoquee
			NIMS TRAINING
			click here for details

**2.2: Running a Course Completion Report** – The Course Completion Report will allow you to track student progress and completion of courses. To run this report, click on the Reports tab and then the Course Completion link. (This report replaces the Progress Report in the Classic HLC.)



On the report details page, you will enter in the variables for your report including



students and date ranges you wish to include in your report. To select the specific course(s) to include, you will click on the "Search for Courses" link.

C Report : Course Completio	n - Schedulable - Windows Internet Explore	r	
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Course Com	pletion - Schedulable		<u>r Report</u>
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Search Students By:	Observe Content Con		
Sort By:	Department, Student, Course 🛩		
Students to Include:	Show Only Students With Completions	O Show All Students Who Meet Selection Crit	ieria
Date Range:	<ul> <li>Current Year</li> </ul>		
OR:	O From:	Through:	
Courses		Search fi	or Courses
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			~

Enter your course title in the Search box and select from the displayed results.

🖉 Select a Course(s) to Report On - Windows Internet Explorer	
🚱 🕞 👻 http://www.healthstream.com/HLC/Common/Course/CourseSelector.aspx?csticket=b4527ef1-2e23- 🛛 🕁 🗙 Google	P -
👷 💠 🏠 • 🗟 - 🖨 •	
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People Courses Education Reports Tools Services My Profile	🔣 Site Map 🕜 Help
P Course Selector Browse for a Course	Return to Report
Alphabetical   Category	
Monitoring Clinical Applications Search	
Search Results	2 Record(s)
Course Name	
High Definition Imaging in the OR (Congress)	791 😭
HospitalDirect: Monitoring Clinical Applications	791 😭
Legend: 🕼 Online 🧭 Test 🏫 Evaluation 🦓 Classroom	
Clear All Selected Courses Check All Current Search Res	sults Select

Once you have selected a course, you will be returned to the Report details page and



the course will be populated in the courses section of the report builder. At the bottom of the screen, you can select specific departments to include in your report. Additionally you can select the format for your report. Once you have completed input of your report variables you can select "Continue" to run the report or you can "Schedule" the report to run at pre-determined intervals by returning to the top of the Screen and clicking on the "Schedule the Report" option.

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Courses		Search for Course
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<ul> <li>□ 012 - Nursing Asst</li> <li>□ 013 - Stepdown</li> <li>☑ 023 - PACU</li> <li>☑ 027 - Telemetry</li> <li>□ 036 - OR</li> </ul>	stant	
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□ 012 - NUISING ASSE □ 013 - Stepdown ♥ 023 - PACU ♥ 027 - Telemetry □ 036 - OR Student Status: Format Options:	© Active Students Only ○ Inactive Students Only ○ Both Active and Inactive Students ⓒ Html ○ (Excel-Compatible)	
□ 013 - Nursing Asse □ 013 - Stepdown Ø 023 - PACU Ø 027 - Telemetry □ 036 - OR Student Status: Format Options:	© Active Students Only ○ Inactive Students Only ○ Both Active and Inactive Students ⓒ Html ○ (Excel-Compatible)	Continue

**2.3: Adding Students** – Click on the "People" tab and then "Add a Student" to add students to the system.

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Manage students (S	Manage Administrators	HealthStream Knowledge Center dick here dick here Must be Ford soft Josh Commission of soft Josh Commi
	Gopyright © 2007 HealthStream, Inc. All Rig Build 7.5.29.749.8	hts Reserved.



To add a student, simply enter the student's details and select "Save".

Ċ	Student: Edit - Windows Internet E	xplorer			
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Γ,	HEALTHSTREAM LEARNING CENTER	ADMINISTRATOR		1ul 9 2007 9-01 AM	LOG OUT
	People Courses Education	Reports Tools Ser	vices My Profile		🔯 Site Map 😧 Help
	Add a Student			÷	Return to People
	General Information	Require	d Fields are marked with a *.		
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	First Name:*				
	Middle Name:				
	User ID:*				
	Password:*				
	Confirm Password:*				
	Password Reminder:				
	Email:				
	Time Zone:*	Pacific Time	~		
	Allow this student to access the	e system.			
	Institution Information				
					*

**2.4: Resetting Student Passwords** – Click on the "People" tab and then "Manage Students" link to edit student account information.



Enter the student's name to search for students.



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<b>GO</b> - <b>E</b>	http://www.healthstream.com/HLC/Ci	mmon/People/PeopleSelector.aspx?psticket=02bb735f-2e25	-11dc-i 💙 🐓 🗙 Google	
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Last:		First: Middl	le:	
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Status:	Active     OInactive	○ Both Active and Inactive		
			Search Cancel	
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				M

Select a student from the search results by clicking on their name.

Manage Students - Windows Internet Expl	orer		
Ittp://www.healthstream.com/HLC/	Common/People/Peop	leSelector.aspx?psticket=02bb735f-2e25-11dc-i	🖌 🛃 K Google
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Manage Students		Add a Student	
Search Results			96 record(s)
Name	Status	User ID	Affiliation
allen, vicki bess	Active	vallen	066 - Ambulatory Surgery
baker, allison k	Active	abaker	001 - Cath Lab
Barnes, Kimberly	Active	kabarnes24	005 - ICU
bass, kathleen kelly	Active	bassk	005 - ICU
bates, mary elaine	Active	mbates	066 - Ambulatory Surgery
Bennett, Crystal L.	Active	9252	001 - Cath Lab
Black, Josie L	Active	jblack@fidnet.com	010 - GI
Black, Josie Leann	Active	jblack	010 - GI
Blackwell, Cappie Ann	Active	cappie	088 - Pediatrics
Bruey, Susan	Active	1234510	005 - ICU
burd, bonita gail	Active	burdb	088 - Pediatrics
buschmann, sarah katherine	Active	sbuschmann	066 - Ambulatory Surgery
Butler, Cynthia Ann	Active	cbutler	005 - ICU
<u>cahil, mary</u>	Active	bcahill44	023 - PACU
<u>Callahan, Karla A</u>	Active	karlae4	088 - Pediatrics
Campbell, Kelley Suzanne	Active	8539	023 - PACU
Chapman, Jade CeCelia	Active	mtrJade	088 - Pediatrics
Coleman, Ashley	Active	colemana	088 - Pediatrics
Crawford-Mancini, Alexandra Leigh	Active	alexandra	088 - Pediatrics
Cruts, Ann C.	Active	dogmom1	005 - ICU

To reset a password, simply type over the existing password information. Remember to



also change the "Confirm Password" field.

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⊡Kimberly Barnes	General Information	Required Fields are marked with a *.	
My Courses	Last Name:*	Barnes	
Personal Address & Phone	First Name:*	Kimberly	
	Middle Name:		
	User ID:*	kabarnes24	
	Password:*	•••••	
	Confirm Password:*	•••••	
	Password Reminder:	always	
	Email:		
	Time Zone:*	Pacific Time	
	Allow this student to access the	ne system.	
	Institution Information		
	Supervisor/Manager:	Click here to select.	×