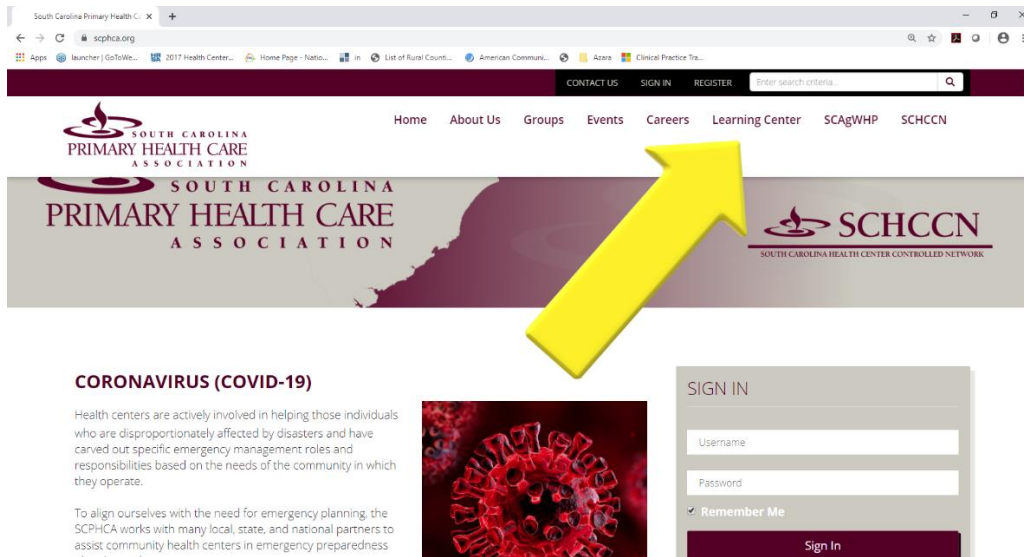
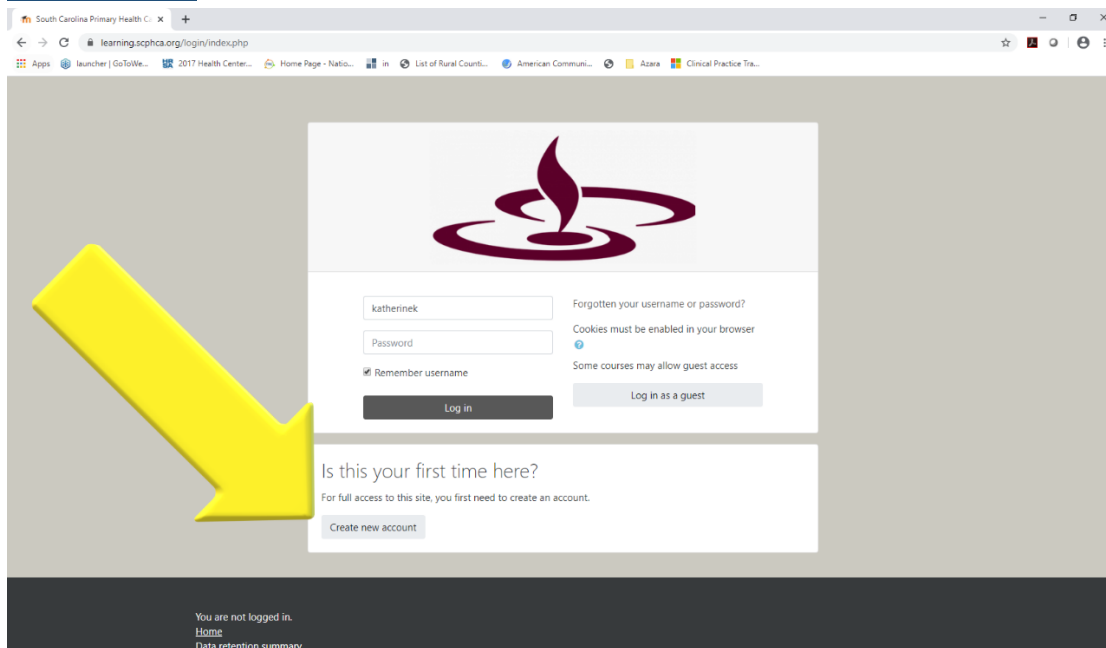


How to Create a New Account in the SCPHCA's Online Learning Center

STEP ONE: Go to the SCPHCA's website at www.scporca.org and click on the "Learning Center" Button



STEP TWO: Select the "Create new account" button



STEP THREE: Enter your information for all the required fields and then click the button “Create My Account”

New account ▼ Collapse all

▼ Choose your username and password

Username ❗

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password ❗

▼ More details

Email address ❗

Email (again) ❗

First name ❗

Last name ❗

City/town

Country

▼ Additional User Fields

Credentials (i.e. MSW, MD, RN, MBA, CPA, PCMH CCE) ❗

Phone Number ❗

Position Title ❗

Employer ❗

Employer Work Address ❗

Work County Location ❗

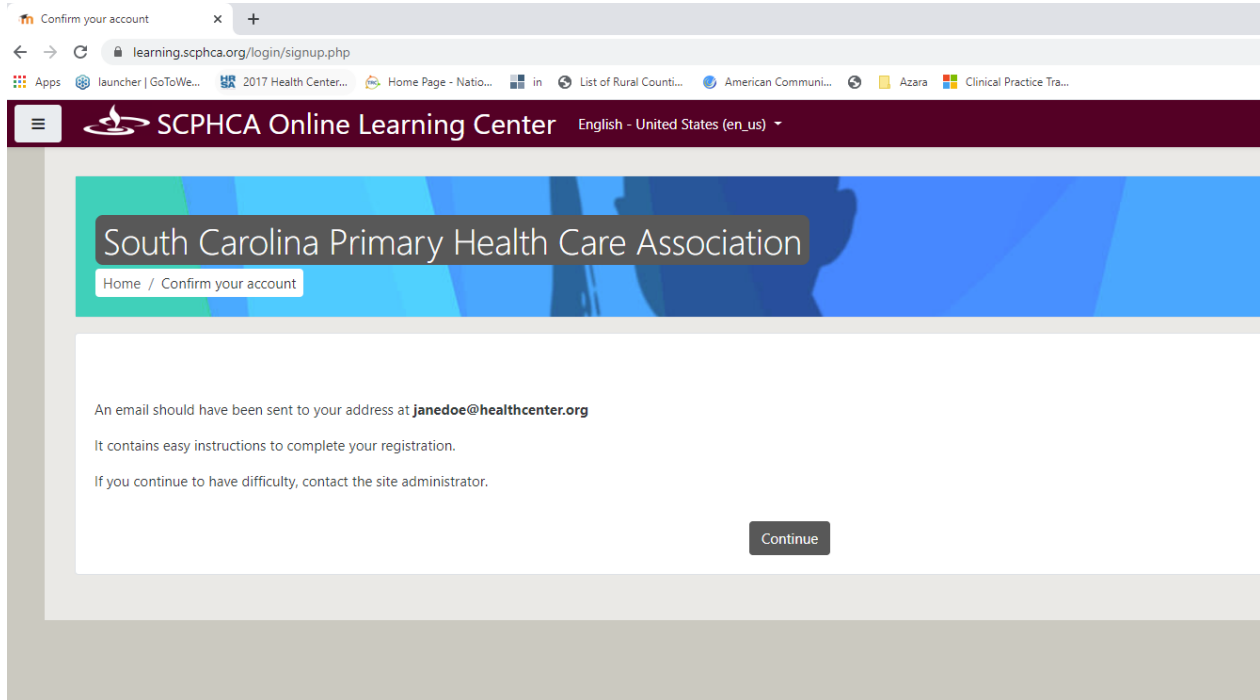
How long have you been working in your field? ❗

How many people do you directly supervise? ❗

What is your age? ❗

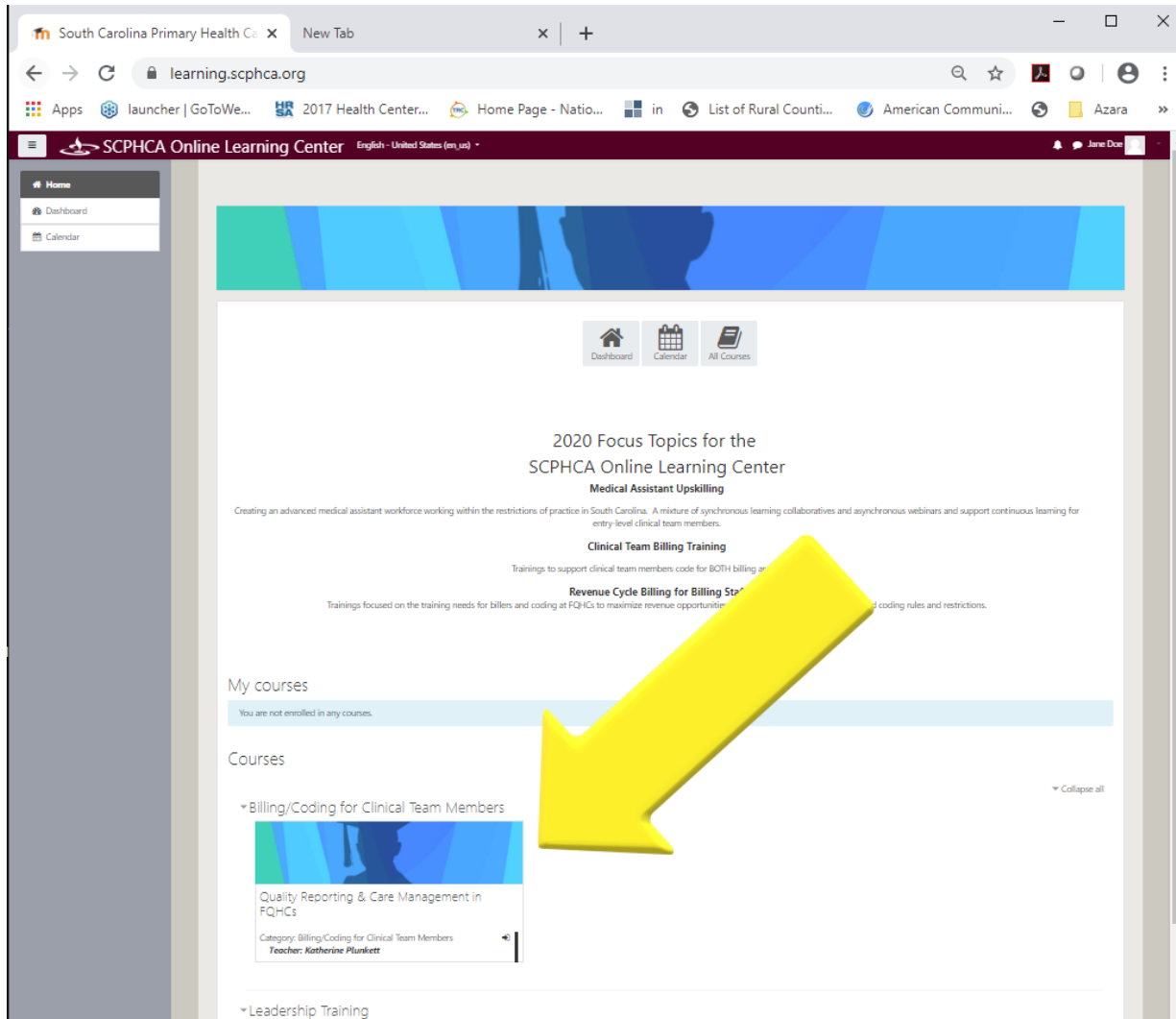
There are required fields in this form marked ❗.

STEP FOUR: Check your email for a link to complete your registration. If you do not immediately see the after 10 minutes, check your junk/spam folder. If you have any issues, contact Barry Brannum at BarryB@scphca.org



How to Self-Enroll in a Course on the SCPHCA's Online Learning Center

STEP ONE: Logon to the SCPHCA's Online Learning Portal and scroll to the bottom for "All Courses". Select the course in which you would like to enroll.



The screenshot shows a web browser window with the URL learning.scpca.org. The page title is "SCPHCA Online Learning Center" and the language is set to "English - United States (en_us)". The user is logged in as "Jane Doe".

The main content area features a header with navigation icons for "Dashboard", "Calendar", and "All Courses". Below this, the page is titled "2020 Focus Topics for the SCPHCA Online Learning Center" and lists several topics:

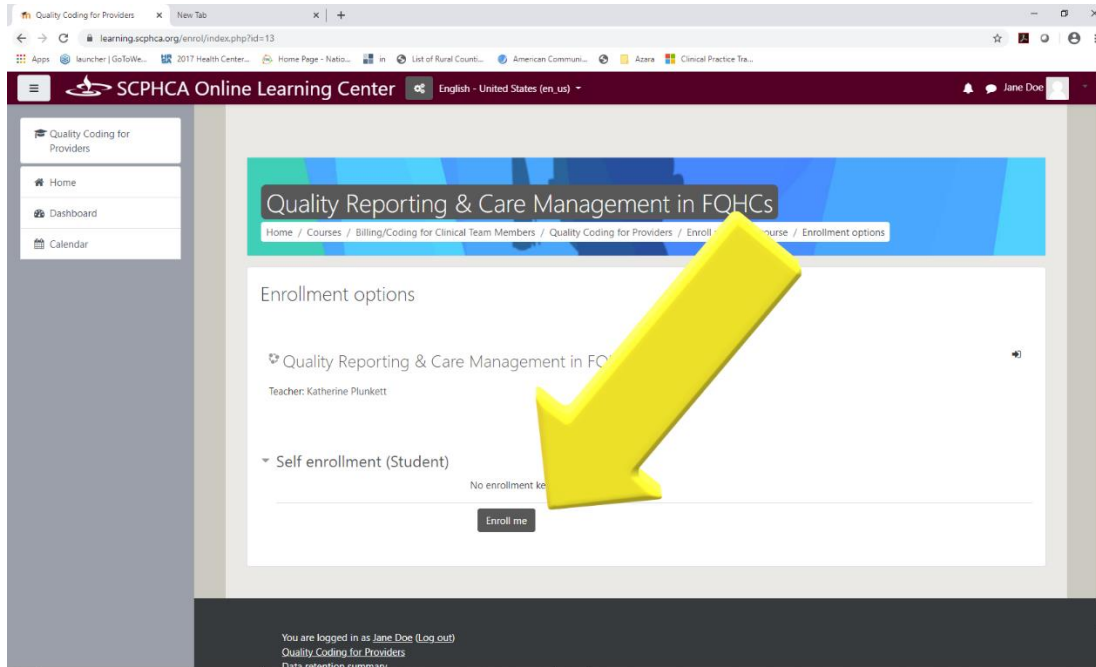
- Medical Assistant Upskilling**: Creating an advanced medical assistant workforce working within the restrictions of practice in South Carolina. A mixture of synchronous learning collaboratives and asynchronous webinars and support continuous learning for entry-level clinical team members.
- Clinical Team Billing Training**: Trainings to support clinical team members code for BOTH billing and coding.
- Revenue Cycle Billing for Billing Staff**: Trainings focused on the training needs for billers and coding at FQHCs to maximize revenue opportunities.

Below the focus topics, there is a section for "My courses" which states "You are not enrolled in any courses." and a "Courses" section. The "Courses" section is expanded to show a list of courses under the category "Billing/Coding for Clinical Team Members". One course is visible:

- Quality Reporting & Care Management in FQHCs**
Category: Billing/Coding for Clinical Team Members
Teacher: Katherine Plunkett

A large yellow arrow points to the "Quality Reporting & Care Management in FQHCs" course card.

STEP TWO: Self-enroll in the course by selecting the button “Enroll Me”



The screenshot displays the SCPHCA Online Learning Center interface. The browser address bar shows the URL learning.scpcha.org/enroll/index.php?id=13. The page title is "Quality Reporting & Care Management in FOHCs". The breadcrumb trail is: Home / Courses / Billing/Coding for Clinical Team Members / Quality Coding for Providers / Enrollment options. The page content includes the following elements:

- Enrollment options**
- Quality Reporting & Care Management in FOHCs**
- Teacher: Katherine Plunkett
- Self enrollment (Student)**
- No enrollment key
- Enroll me** button

A large yellow arrow points to the "Enroll me" button. At the bottom of the page, a footer indicates: "You are logged in as Jane Doe (Log out) Quality Coding for Providers".

STEP THREE: You are in!

Start working to complete the course with the activities in module one. Then work through Module 2, 3, etc. until you complete all activities. After completing all required activities, the course completion certificate will be made available for you to download!

The screenshot shows a web browser displaying the SCPHCA Online Learning Center interface. The page title is "Quality Reporting & Care Management in FQHCs". The breadcrumb trail is "Home / Courses / Billing/Coding for Clinical Team Members / Quality Coding for Providers". The left sidebar contains a navigation menu with the following items: Quality Coding for Providers, Participants, Badges, Grades, General, MODULE 1: Overview, MODULE 2: CPT Category II Codes, MODULE 3: Assigning Proper Diagnoses for Quality Reporting via ICD-10-CM, MODULE 4: Reporting Care Management Services & Behavioral Health Integration, Certificate of Completion, Home, Dashboard, Calendar, and My courses. The main content area features a "Your progress" indicator and a list of activities for each module. For MODULE 1: Overview, the activities are "VIDEO: Quality Reporting & Care Management for FQHCs: An Overview" and "Module 1 Quiz", both with checkboxes. For MODULE 2: CPT Category II Codes, the activities are "VIDEO: CPT Category II Codes" and "Module 2 Quiz", also with checkboxes. Below these, the start of MODULE 3: Assigning Proper Diagnoses for Quality Reporting via ICD-10-CM is visible.