HOW TO OBTAIN THE ELEARNING MODULE TO UPLOAD TO YOUR LEARNING MANAGEMENT SYSTEM

America's Essential Hospitals is making its Ask Every Patient: REAL module available as downloadable files member hospitals may incorporate locally into their learning management system (LMS). Members may access the files through the association's consulting partner, Lisa R. Sloane, LLC, by completing a licensing agreement and following the other steps below.

STEP 1.

Download the licensing agreement (PDF format) here or through a link on the America's Essential Hospitals module website page.

The agreement comes in two parts: the main agreement and a supplemental page of user-supplied information. For the main agreement, which must be signed by an authorized representative, indicate the following:

- official hospital or health system name
- the physical address of the learning management system on which the module will reside.

STEP 2.

Provide supplemental information. Provide the following information on the supplemental page:

- your contact information (name, telephone number and email address)
- contact information for person responsible for uploading the module to your learning management system
- vendor brand of your learning management system
- launch method and module format used by your learning management system (choices provided)

STEP 3.

Return the signed agreement and supplemental page to elearning@lrsloane.com.

For technical assistance during your usage term (through October 30, 2016), contact elearning@lrsloane.com or call 513-746-7839.

Ask Every Patient: REAL Module Usage Practices

The Ask Every Patient: REAL eLearning module was developed for use by members of America's Essential Hospitals and strives to accommodate varied registration scenarios. Please keep the following points in mind when using the module as a part of your REAL data collection efforts.

GENERAL NOTES

The module references Office of Management and Budget standard categories, federal meaningful use of health information technology attestation standards, and Centers for Disease Control and Prevention granular categories. These categories might not include categories that are unique to your health care organization, such as "other." You should discuss these specific categories and their uses with your registration staff to supplement the Ask Every Patient: REAL eLearning module training.

USAGE NOTES

- The module is interactive and staff should be instructed to complete all interactions on a slide before moving to the next slide.
- The module is visual only and does not use sound or voice-over technology.
- Each learner that successfully completes the module knowledge checks is eligible to receive a certificate of completion, generated by the module. The certificate is designed to be printed. However, if learners want to save the certificate, they should print to PDF, an option generally found in the menu of printer choices. For best results, the certificate should not be saved as an image (a JPEG, for example).