Outlines

We provide organization specific trainings that inform your personnel about the policies and procedures they need to know in order to operate effectively on a day to day basis.

1. Greeting
   1. Dear Sir or Madame
2. Opening paragraph
   1. Personal intro

At Elearning Solutions we produce online training materials, academic courses, and trackable assessment tools for organizations such as yours. Our products allow you:

* to stream line your internal training processes,
* to measure and assess individual performance,
* to increase information retention.

I believe your organization can benefit from the services we offer.

* 1. Healthcare:
     1. The regulatory landscape in the healthcare industry is ever shifting. Staying up to date on the latest guidelines, and developing an implementation strategy, is a primary concern for every organization in this industry. Elearning Solutions can work with you to develop a training campaign specifically tailored to the needs of your organization, and your personnel. Consider the following case study:
     2. Scenario:
        1. A growing homecare nursing agency experiences higher than expected employee turnover as they expand into new markets.

They would like to reduce the time and cost associated with the onboarding process.

Solution:

A password protected web application containing audio/video learning modules. Each module provides a detailed explanation of important tasks, procedures, and regulations a new employee is expected to be aware of during the course of a normal work day.

Each module is:

* Ordered from highest to lowest priority so employees know which assessments to take first.
* followed by a brief assessment of up to 10 questions
* stored in a database along with the scores and answers of each new hire for later review
  1. Education
     1. Technology provides educators with an unprecedented number of tools to engage and inform today’s students. Harness the power of technology with Elearning Solutions. Create online course material and study modules, with the help of our trained professionals. These resources can be accessible to your students 24 hours a day seven a week. Their opportunities for grasping the material will be increased, and so will their chances of success. Consider the following case study:
        1. A school district experiences comparatively low standardized test scores resulting in low graduation rates. They would like a cost effective solution to improve students’ test performance.

Solution:

* 1. Small Busines
     1. Your company has specific qualities that separate you from your competition. Whether it’s the values that form your company culture, or the methodologies that define your product, communicating these qualities to your partners and staff is critical to your company’s success. Elearning Solutions can work with you to develop training resources that are responsive to your company’s specific needs. Consider the following case study:
        1. A growing restaurant franchise experiences higher than expected employee turnover as they expand into new markets.

They would like to reduce the time and cost associated with the onboarding process.

Solution:

* 1. Statement of purpose

1. Case study
   1. Outline hypothetical scenario
   2. Detailed solution to that scenario

(perhaps a reference back to the site

WHAT ARE THE BENEFITS OF A TRAINING CAMPAIGN? WHAT IS THE END RESULT?

1. Higher performance
   1. Better standardized test scores
   2. Higher graduation rates
   3. Increased retention
   4. Higher quality control
   5. Less errors
2. Regulatory compliance

**material for sample application**

**What is HIPAA?**

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996.  HIPAA does the following:

* Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
* Reduces health care fraud and abuse;
* Mandates industry-wide standards for health care information on electronic billing and other processes; and
* Requires the protection and confidential handling of protected health information

HIPAA is organized into separate "Titles."  For information on the HIPAA Titles, please go to the [HIPAA Title Information Page](http://www.dhcs.ca.gov/formsandpubs/laws/hipaa/Pages/1.10HIPAATitleInformation.aspx).

**Health Insurance Portability**

The portion of HIPAA addressing the ability to retain health coverage is actually overseen by the California Department of Insurance and the California Department of Managed Health Care.  The links below will take you to useful information about retaining your health insurance.

[What is HIPAA](http://www.insurance.ca.gov/01-consumers/110-health/frequently-asked-questions.cfm)?

[California Department of Managed Health Care - HIPAA and Conversion Coverage](http://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/IndividualConversionPlans(HIPAA).aspx#.VNOQScJTHct)

**Protection and Confidential Handling of Health Information**

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared.  This applies to all forms of PHI, including paper, oral, and electronic, etc.  Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

DHCS has a Privacy Office that oversees compliance on all state and federal privacy laws, including HIPAA.