

Welcome,

We are excited to have you join us for the 'Trauma Analytics' **ICD10 Trauma Injury Coding Course**. This unique one of a kind trauma ICD10 injury-coding course will be held on the UTMB Campus, Rebecca Sealy Building at 404 8<sup>th</sup> Street, Galveston, Texas. Prior to September 15, 2018 all registered students need to complete the below listed tasks online. The following instructions will walk you through each task directing you to setting up your Trauma Analytics account and AHiMA VLab account. In order to ensure you are able to access all of the materials and information used during the course, **each student is expected to complete the tasks by September 14, 2018.**

### Student Pre Course Task List:

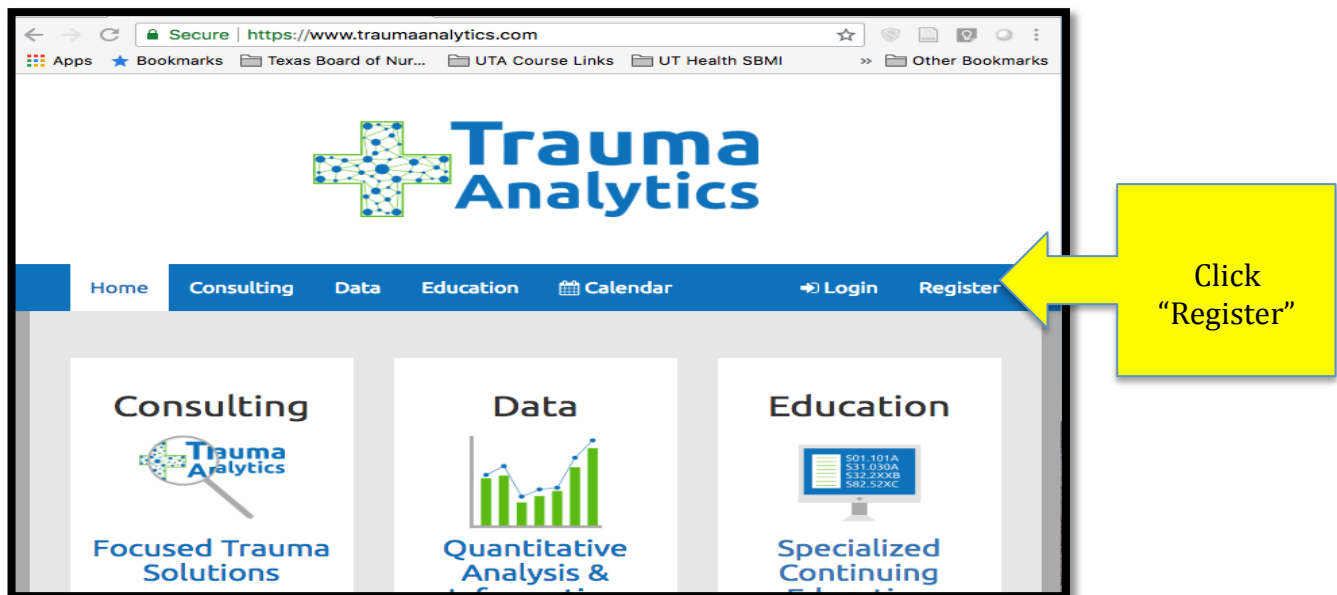
- 1. Setup your student online account with Trauma Analytics and enroll in the Online ICD10 Trauma Injury Coding Course**
  - If you currently have a Trauma Analytics account, have paid online, and enrolled in the course please skip to Task Number 2.
  - If you paid by check please follow all steps of Task Number 1 for successful setup and enrollment in the course.
- 2. Setup your VLab Academy Enrollment with AHiMA**
  - Please follow all steps of Task Number 2 for successful VLab enrollment.

### Task 1: Setup your online Trauma Analytics account and enroll in your course

Your welcome email will include a unique course enrollment **key**. The key will be used to complete your online access and enrollment. Please have your welcome email with enrollment key available as your complete Task 1.

- **Step 1:** Access [www.TraumaAnalytics.com](http://www.TraumaAnalytics.com) home page and complete the online registration form to gain access to the Trauma Analytics online learning management system (LMS).

\*Note if you already have a Trauma Analytics Login, login and skip to Step 5



The image shows a screenshot of the Trauma Analytics website. The browser address bar displays "Secure | https://www.traumaanalytics.com". The website header features the Trauma Analytics logo (a blue cross with a network pattern) and the text "Trauma Analytics". Below the logo is a blue navigation bar with the following menu items: Home, Consulting, Data, Education, Calendar, Login, and Register. A yellow callout box with a black border and a black arrow points to the "Register" button, containing the text "Click 'Register'". Below the navigation bar, there are three main content areas: "Consulting" with a magnifying glass icon and the text "Focused Trauma Solutions"; "Data" with a bar chart icon and the text "Quantitative Analysis &"; and "Education" with a computer monitor icon displaying ICD-10 codes (S01.101A, S31.030A, S12.2XX0, S82.52XC) and the text "Specialized Continuing".

- **Step 2:** Once you click on the **“Register”**, you will be directed to the registration form please complete all information on the registration form.

**Trauma Analytics**

Home Consulting Data Education Calendar Login Register

**Personal Information**

First Name \*  
Last Name \*  
Email \*  
Password \*  
Verify Password \*  
Date of Birth \*  
Telephone \*  
Address  
Apt./Unit  
City State Zip Code

**Hospital/Trauma Center Information**

Hospital/Trauma Center Name \*  
Trauma Center Level (Level 1-5, In Pursuit, or N/A)  
N/A  
NTDB/NTDS #  
TQIP #  
Address 1 \*  
Address 2  
Address 3  
City \* State \* Zip Code \*

**Required for Continuing Education (CE)**

Last 4 of SSN  
Credentials (RN, MD, EMT, CAISS, etc)  
State License # (or N/A)

By registering, you state that you agree to our Terms & Policies.

Register

Please complete the full registration form and set up your password.

For your security, keep your login and password confidential, as it should only be used by you to ensure your personal information and course information stays secure.

Provide your Hospital / Trauma Center Information. Your hospital address information is required as part of the registration process.

In order to obtain continuing education certificate, you must provide the “Required For Continuing Education (CE)” section of the registration. If you do not have credentials or a state license, please leave these two data points blank.



Upon completing the Personal Information, Hospital/Trauma Center Information, and Required for Continuing Education (CE), click the **“Register”** button on the lower right corner of the online registration form.

- **Step 3:** After completing the online registration form you will be taken directly into your “My Profile” screen as shown below.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'Home', 'Consulting', 'Data', 'Education', and 'Calendar'. On the right side of the navigation bar, there is a 'New Student' dropdown menu with options for 'My Courses', 'My Profile', and 'Logout'. The user's name 'New Student' is displayed in the top right corner. Below the navigation bar, there is a circular placeholder for a profile picture with the text 'NO IMAGE AVAILABLE' and a 'Choose Photo' button. To the right of the profile picture, the user's account information is displayed: 'New Student', 'User Id: 1192', 'Account Type: Student', and 'Approval Status: Pending'. Below this information, there is a form with several sections: 'Personal Information' (Name, Student ID, Email, Password, Verify Password, Date of Birth, Phone Number, P.O. Box, Apt/Unit, State, Zip Code), 'Hospital/Trauma Center Information' (Hospital Name, Trauma Center Level, Address 1, Address 2, Address 3, State, Zip Code), and 'Required for Continuing Education (CE)' (CE Number, RN, CSTR, CAISS, License Number). At the bottom right of the form, there is an 'Update Profile' button.

Your name will appear in the top right of the menu bar on the Trauma Analytics website with a drop down menu for “My Courses”, “My Profile”, and “Logout.”

Your Account Type will be “Student”

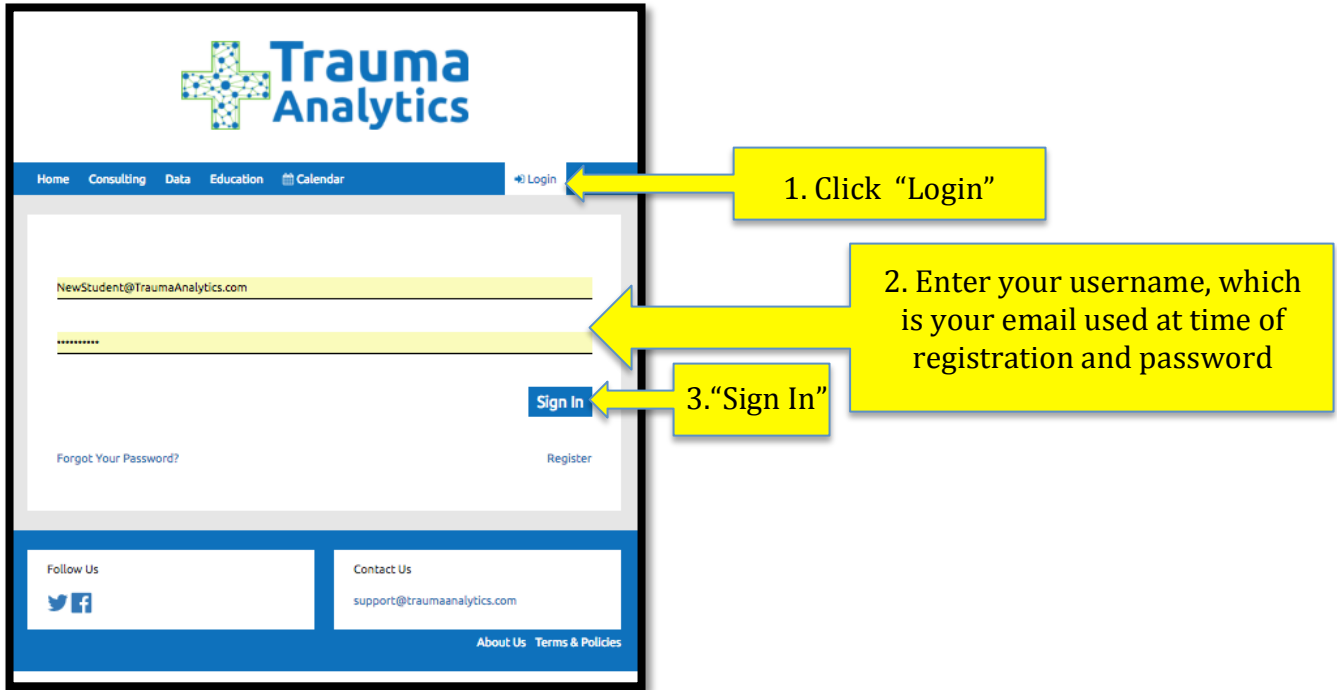
Your Approval Status will be “Pending.” All registrations are pending administrator approval, which can take up to 24-48 hours. Each account is reviewed to ensure the security of our students and learning management system. Once your account is approved, the “Pending” flag will be changed to “Approved” and you will receive an email notification.

It is important to check your email after you have completed the online registration and once you have reached this screen. You will receive an email confirmation stating: *“Welcome to Trauma Analytics Hi New Student Name, Your account is successfully registered and submitted for review. It will be processed within the next 24-48 hours. Thanks and stay tuned! Trauma Analytics Team.”*

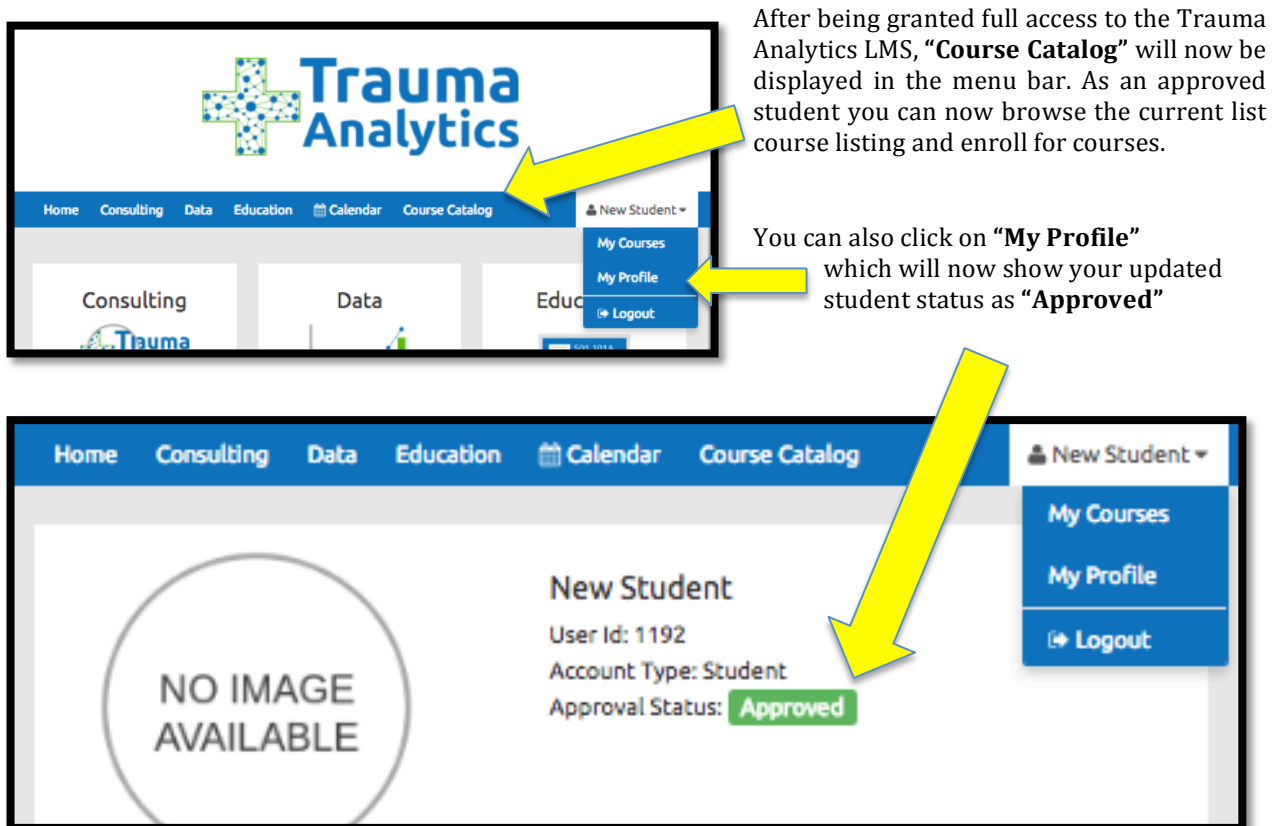
From this screen you can review all your personal information, upload your student photo, change / update your password. You can also update your personal information and hospital association should any of this information ever change.

- **Step 4:** The online registration for the Trauma Analytics LMS is now complete. You will “Logout” of the system and wait 24-48 hours for your account to be approved. Once you receive your approval email to the email address used with your registration, you will log back into [www.TraumaAnalytics.com](http://www.TraumaAnalytics.com) with your username and password and follow the steps listed in Step 5.

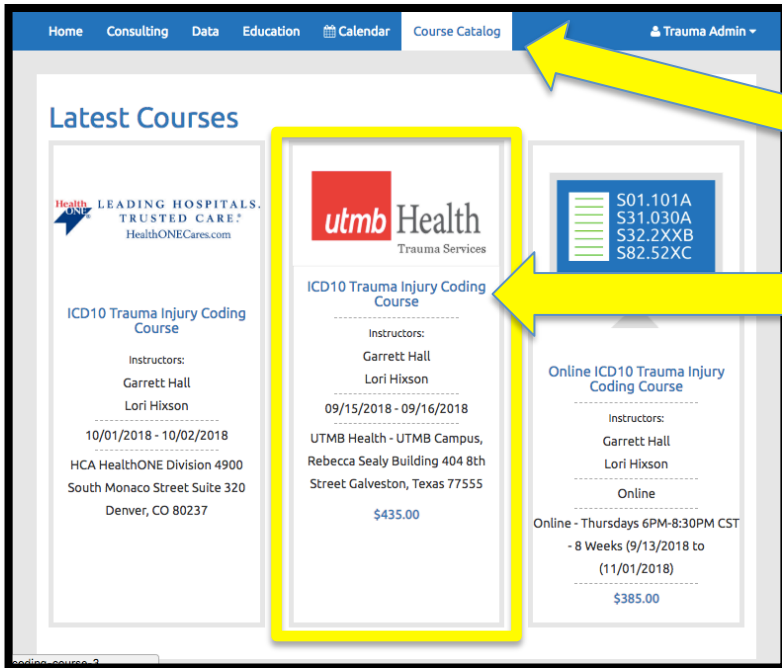
- **Step 5:** You will receive email confirmation that your Trauma Analytics LMS student user account has been approved. Go to [www.TraumaAnalytics.com](http://www.TraumaAnalytics.com) and click “**Login**,” then follow the steps to “**Sign In**” to the LMS. With an approved account you now have full access to the Trauma Analytics website.



- **Step 6:** Full Access to Trauma Analytics Learning Management System (LMS)



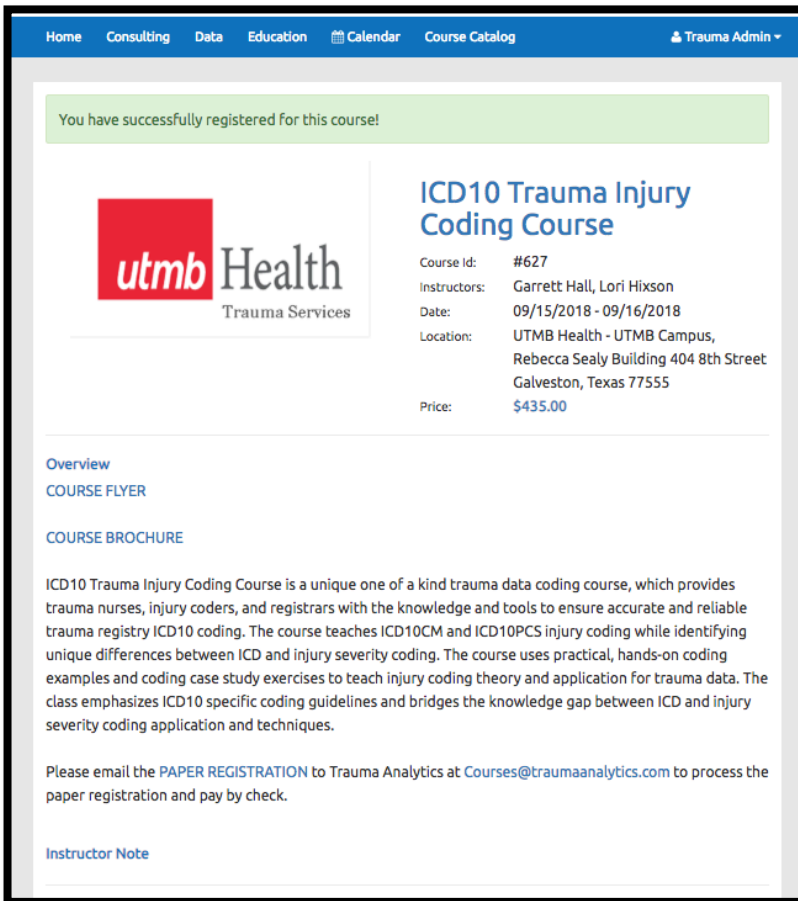
- **Step 7:** You can now select your course from the “Course Catalog”



Click on “**Course Catalog**,” and the latest courses will appear. Look for your course.

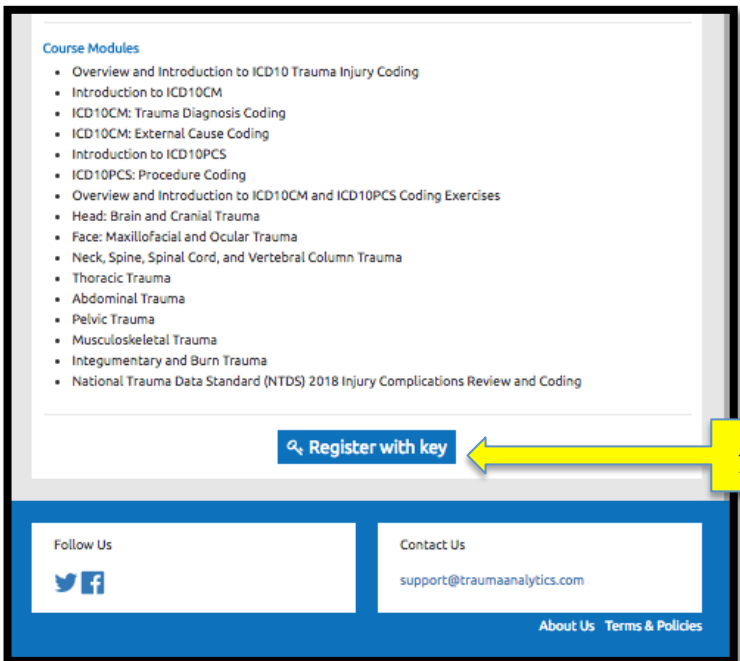
The course will be the **UTMB Health ICD10 Trauma Injury Coding Course**

- **Step 8:** Once the course is identified click on it, and the course details screen will be displayed.



Please review the course **Overview, Instructor Note, Learning Objective, Pre-Requisites, Textbook or Additional Resources, Continuing Education, and Course Modules.**

**Step 9:** Scroll to the bottom of the course details screen and locate the “**Register with key**” blue button. Click this button to complete your enrollment into the course.

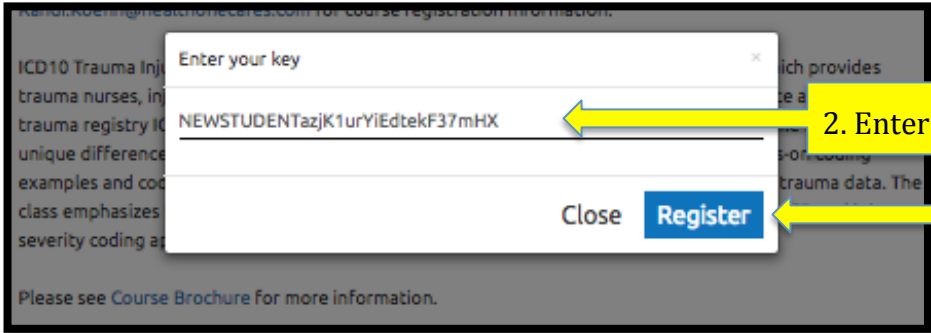


Click this button to complete your enrollment into the course.

Enter the enrollment course key that was sent to you in the email with these instructions.

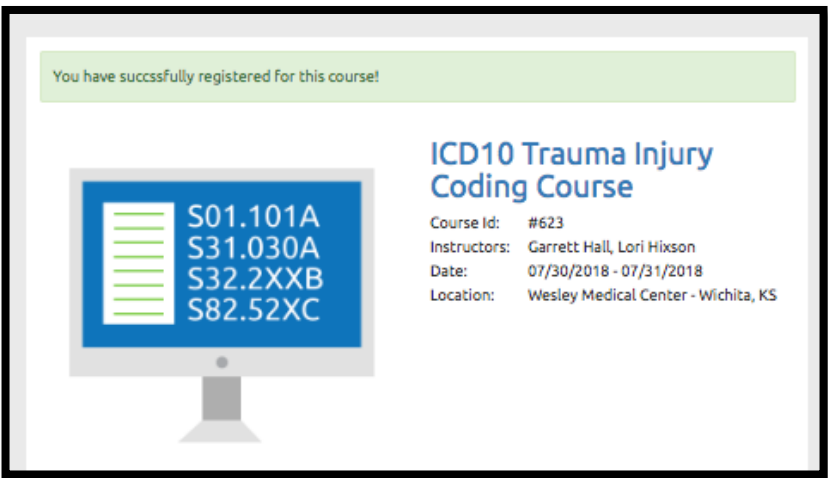
*DO NOT SHARE your course enrollment key, as they are unique keys. Once redeemed, the course key cannot be reused. Student who share course keys or accounts are flagged for sharing course keys, and will not be allowed to participate in the course and will not receive a refund.*

1. Click “Register with key”



2. Enter your enrollment key

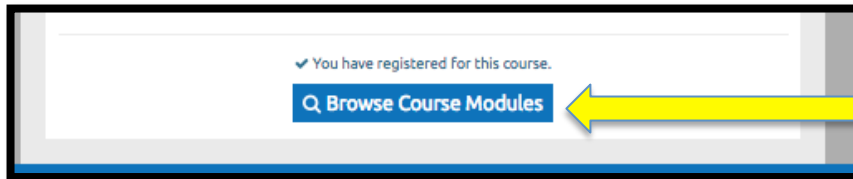
3. Click “Register”



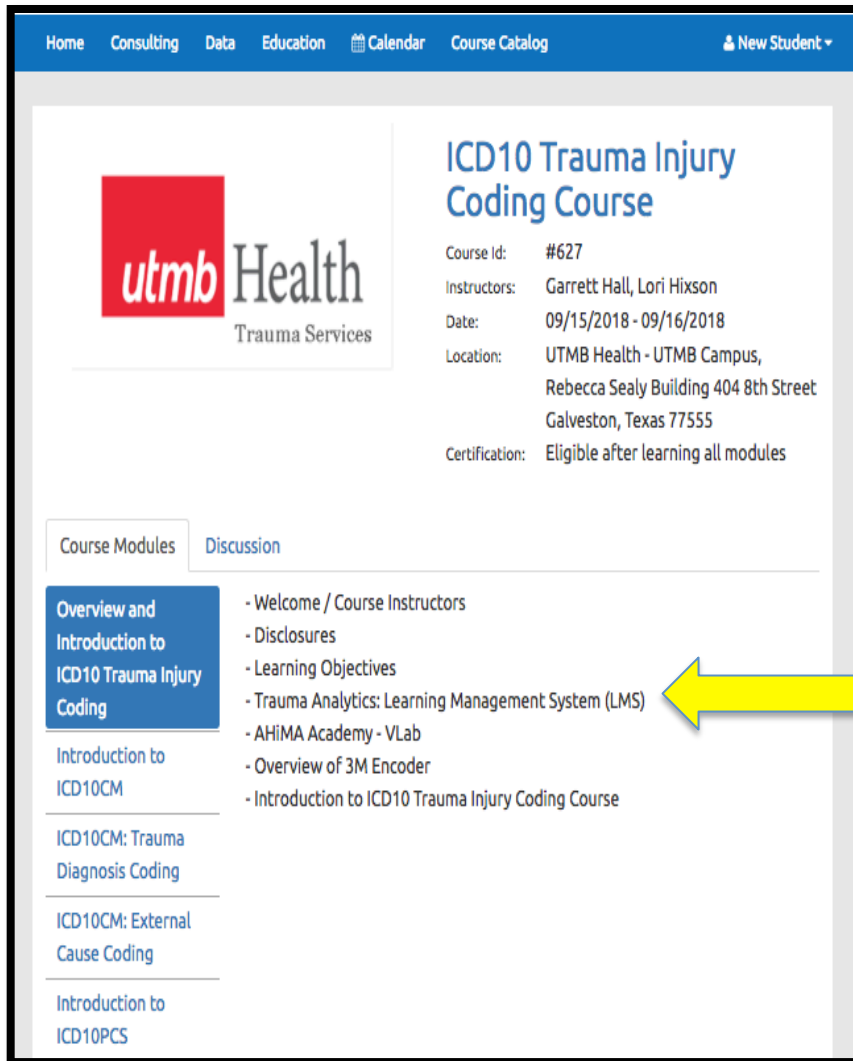
“You have successfully registered for this course!” will come across the course detail screen.

The course will also be listed under “**My Course,**” when you login to the Trauma Analytics LMS.

- **Step 10:** You are now enrolled in the course. Scroll to the bottom of the course details screen and click **“Browse Course Modules”**



1. Click “Browse Course Modules”



After clicking on “Browse Course Modules” you will be taken into the course detail screen. Here you will access all of your learning documents during the course. You will have access to these course documents permanently through your student profile listed under **“My Courses”**. All of the documents for the course will be uploaded the day before the course is schedule to start.

Each course module can be clicked and to the right all of the module specific information, documents, videos, files, and links will appear for each module.

All of the module documents will not be completely uploaded until the day before the course is schedule to start.

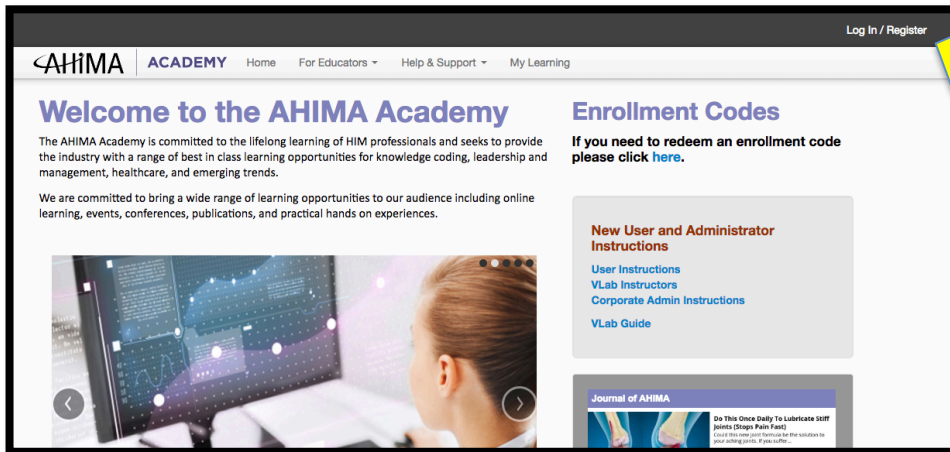
Remember your username and password, as you will be lead through each of the course modules during the course by your instructor.

**Congratulations you have completed student task number 1 now you are ready to move onto task number 2.**

## Task 2: Setup your VLab Academy Enrollment with AHiMA

Your welcome email will include a unique VLab Academy enrollment **access code**. The **access code** will be used to complete your online access and enrollment. Please have your welcome email with access code available as you complete Task 2. Access codes are only issued one time and cannot be shared once access code is redeemed. Only the redeeming user will maintain access to the AHiMA VLab. Codes will only be usable once, and will give you one year of VLab Academy access including all coding books and encoding software for one year from the date of activation.

- **Step 1:** Access <http://academy.ahima.org> which will take you to the follow page.



Click on “Log In / Register”

- **Step 2:** The “Log In / Register” will take you to the following screen.

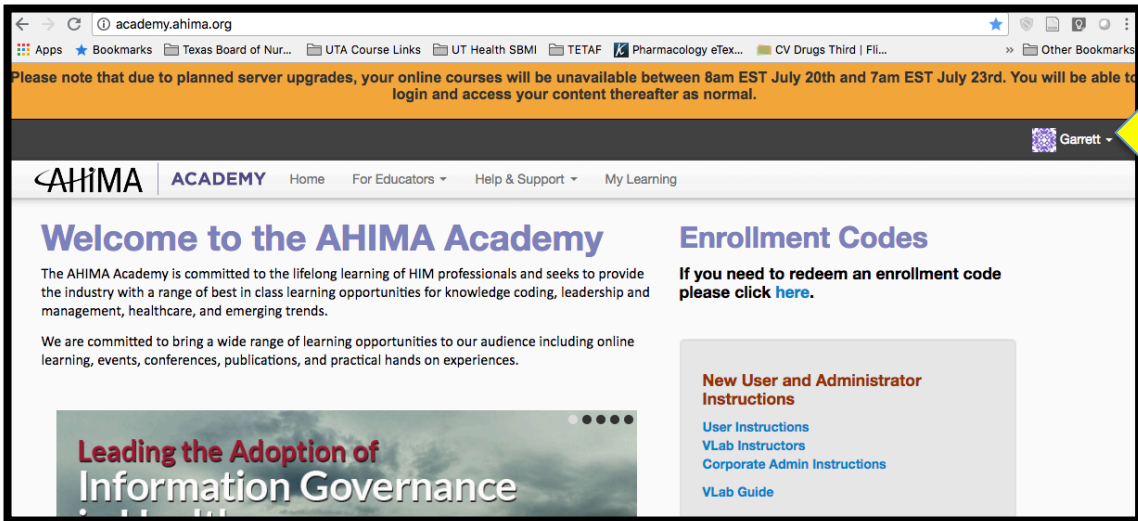
If you have an AHIMA ID simply Sign In on the left side.

**For Students WITHOUT an AHIMA ID**

1. Fill out the form on the right side of the page “New to AHIMA?”
2. Click create an Account
3. After you have created an account with AHIMA then go back to the <http://academy.ahima.org> website

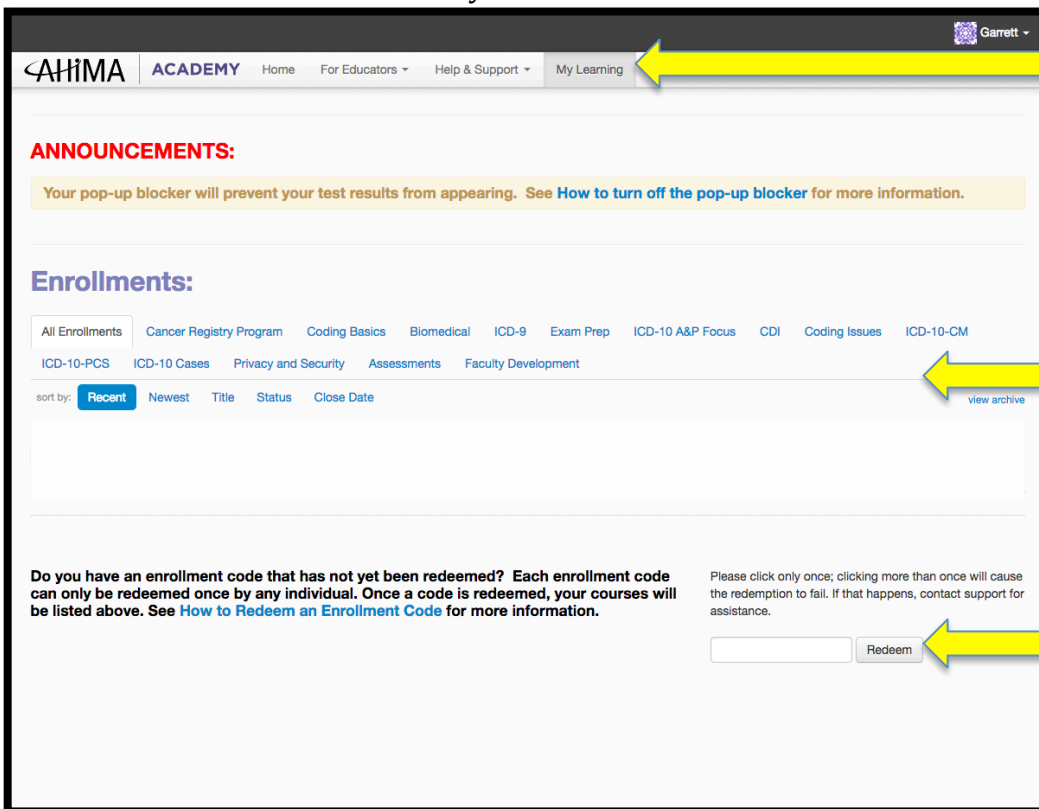


- **Step 3:** After creating an AHIMA account, return to the <http://academy.ahima.org> website and log in. The log in will be the same as shown in step 2, once logged in your name will appear in the upper right corner of the menu bar as shown below.



User's name will appear to confirm Log In to they AHIMA academy

- **Step 4:** Next click on the "My Learning" within the menu bar, this will bring up the AHIMA academy course and lab management screen. From this screen you will redeem your access code for the VLAB Encoder Only enrollment.



Click on "My Learning" from the menu bar.

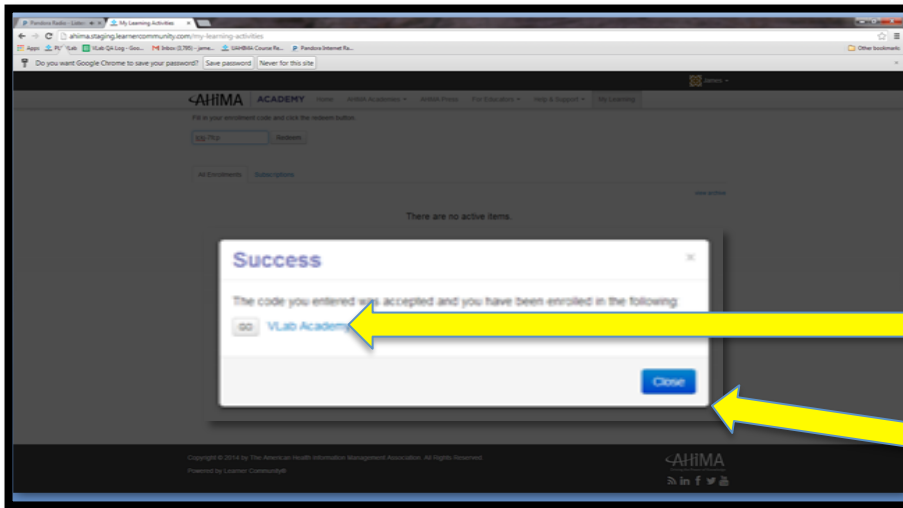
This will bring the screen up with the "Enrollments" page. This page will not have "VLab Encoder Only" listed until after you redeem your enrollment access code. All access codes are sent in your welcome email.

Here is where you redeem the enrollment access code sent in the welcome email.

***Access codes can only be redeemed ONCE, DO NOT SHARE YOUR ACCESS CODE.***

Only click redeem ONCE and let the system process the enrollment. If clicked multiple times this may cause an error, then support will have to be contacted for assistance.

- **Step 5: Success!** The enrollment Access Code was accepted, the following screen will appear.



The **“Success”** message will appear stating: *“The code you entered was accepted and you have been enrolled in the following:”*

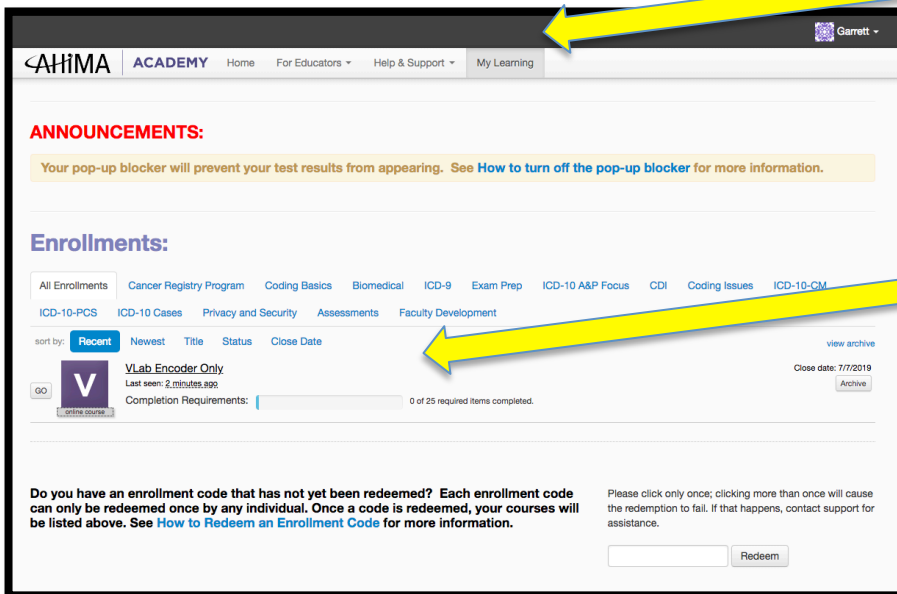
Clicking on the **“GO”** will take you directly to the VLab Academy,

OR

Click on **“CLOSE”** to go

To

**“My Learning”** Page



Now that you have enrolled you will see under **“All Enrollments”** the **“VLab Encoder Only”**

You have completed the enrollment.

The course instructor will provide you with additional information on using the VLab Encoder during the course.

**Congratulations you have completed student task number 2 now you are ready to attend the Online Trauma ICD Injury Coding Course.**

**Please remember your user Login and Passwords for both TraumaAnalytics.com & Academy.AHIMA.org You will need this on day one of the course.**

**If you have question or issues please email:**

**[Support@TraumaAnalytics.com](mailto:Support@TraumaAnalytics.com)**

**We will respond within 24 hours of your support email.**