MI-CCSI LEARNING MANAGEMENT SYSTEM (LMS) INSTRUCTIONS

Welcome! Before entering the Learning Management System read these instructions in full. **Do not proceed until you have read this entire document.**

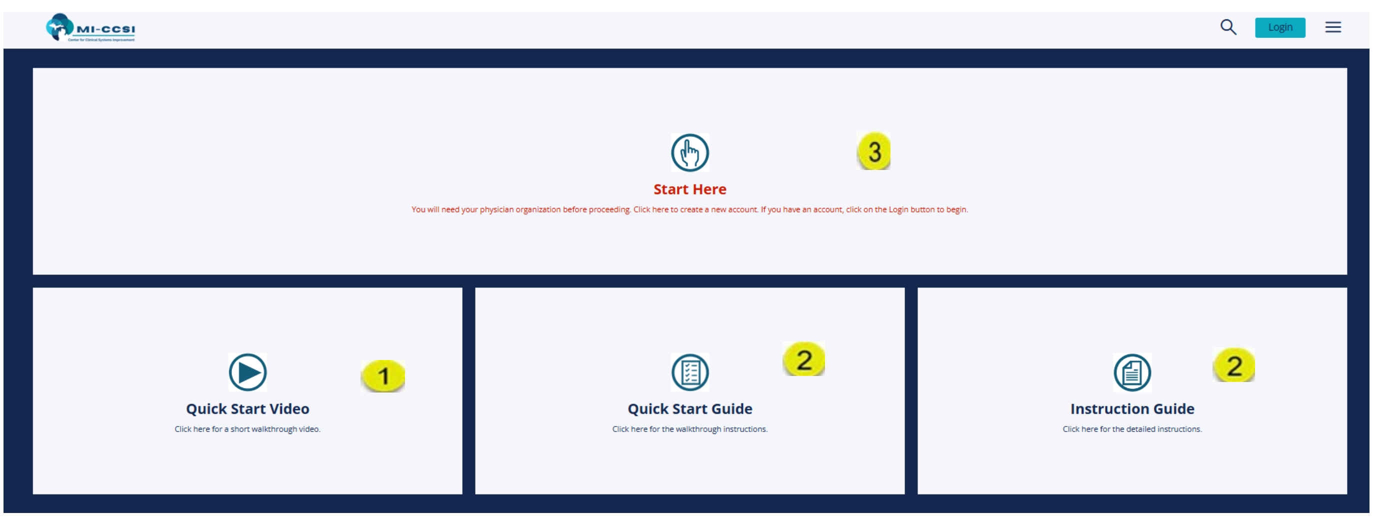
PLEASE NOTE: You must have the following information available to create a user account within the MI-CCSI LMS:

- Learner's name & credentials
- Practice Name
- Physician organization that you are a part of for BCBSM PGIP. If you are unsure of your physician organization, contact your manager.

After you have read these instructions, click on the link below. Once you click on the link below, you will be in the MI-CCSI LMS.

Link to the LMS: **www.miccsi-learning.org**

NAVIGATING THE LOGIN SCREEN



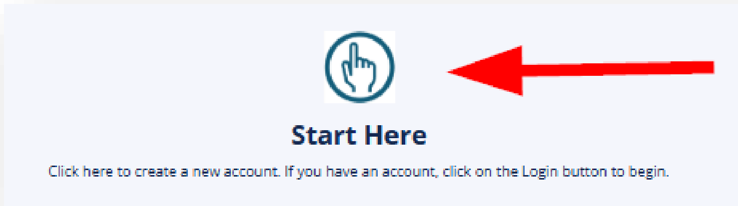
1 Offers you a Getting Started Support walkthrough in **Video** format

2 Offers you a Getting Started Support walkthrough in **Documented** format

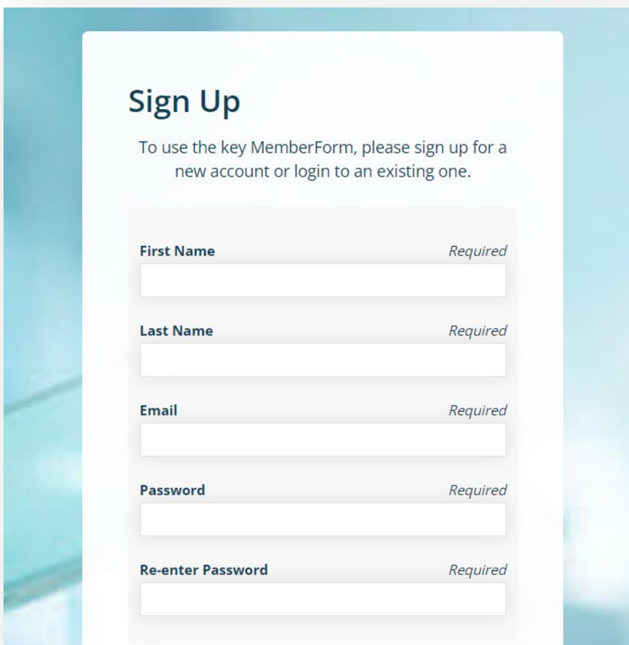
3 Click this tile to start the User creation process in the LMS

CREATING AN ACCOUNT

1. To create a user account in the LMS, click on the **START HERE** icon (illustrated in the picture below).

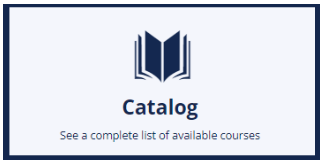


2. Once you click on Start Here, a pop-up screen will appear. The pop-up screen lists MI-CCSI Member and Nonmember Physician Organizations. Select your Physician Organization (PO) from the list.
3. After you click on the PO organization, the Sign Up pop up window will appear (see screenshot below).



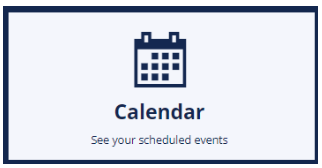
A. Fill in all fields in the form. **Do not skip any of the fields.**

B. Remember to write down the password <u>and</u> the email. You will need these credentials to log back into the LMS after you log-out (leave). **The email you use will be your user ID.**

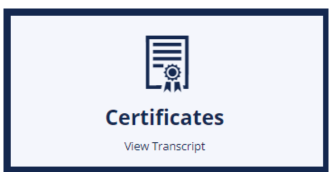


In the top left corner of the LMS Learner Portal, you will see a **MiCCSI logo** which appears in the same spot of each Learner Portal screen. When you click on the **logo**, you will be brought back to the home screen of the Learner Portal.

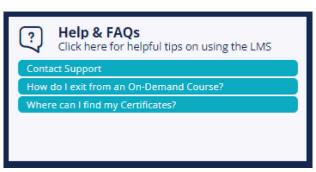
When you first enter the MiCCSI LMS, click the **Catalog** tile to see a list of available **Live Instructor Led** and **recorded OnDemand** Courses. You will notice that free courses allow enrollment, while course with prices require purchase. When you enroll into a course, the course will be moved from the "**Catalog"** into the "**My Courses**" tile.



When you click on the **My Courses** tile, you will see each course you have enrolled into. Once you are enrolled into a course the **Enroll** button of the course becomes a **Start** button. Once you have started the course, the **Start** button becomes a **Resume** button and once you have finished a course, the **Resume** button becomes a **Completed** button.



The **Calendar** tile is used to **show due dates for courses** as well as **Instructor Led course details** (including time and Webinar information. In addition to showing on the LMS Calendar tile, they also appear in your PC calendar.

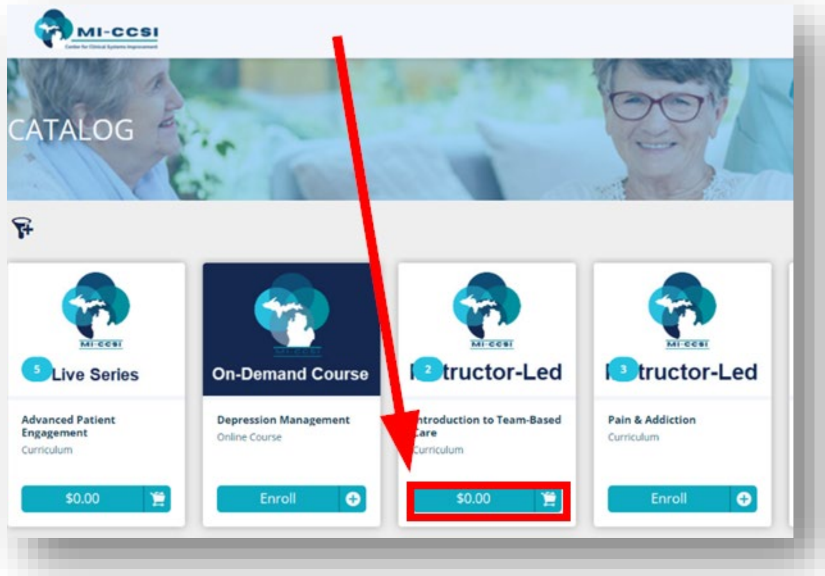


Clicking the Certificates tile, will open a listing of all certificates you have acquired as well as list you course completion progress.

Clicking the **Help & FAQ** (Frequently Asked Questions) will provide you with help tips as well as FAQs and their answers. This list of questions should evolve as more and more users access the MiCCSI LMS.

ENROLLMENT AND COMPLETION OF AN INSTRUCTOR-LED COURSE [LIVE SESSION(S)]

1. Select **CATALOG** from the options listed.
2. Choose the Instructor-Led course you would like to complete by clicking on the blue button. Belowe is a screenshot of what you will see:



COMPLETING REQUIRED PRE-WORK (IF APPLICABLE)

If the Live Instructor Led course has required pre-work (i.e., Billing & Coding Course), the learner must complete the required self study prior to selecting a course date.

1. Content Page will open listing the components of the course. Click on the **Billing and Coding (Self Study) Start** to get started.

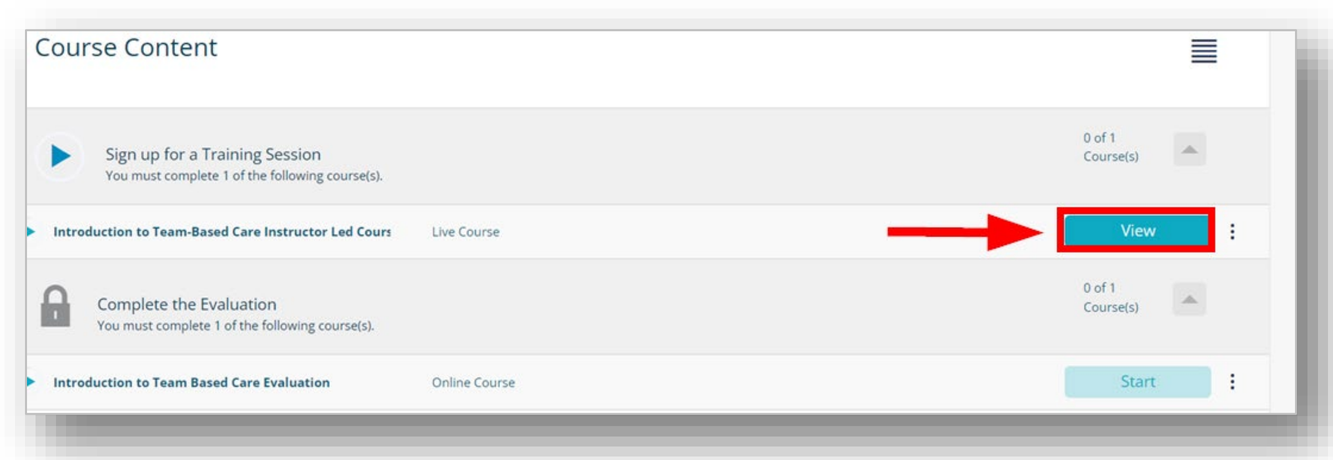
2. You will be redirected to a series of 4 videos that comprise the Self Study. You must watch each video in its entirety before proceeding. This should take about 20 minutes to complete.

3. After viewing the videos, click on **Exit Course** in the top right corner to exit out of the prework.

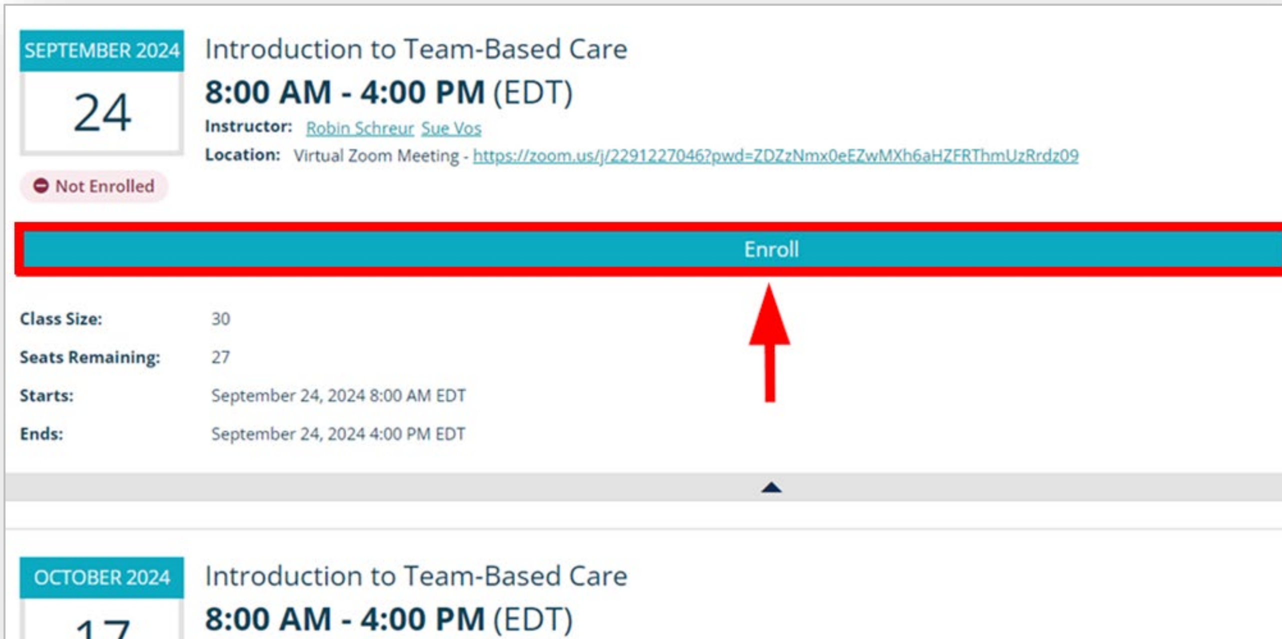
4. You will return to the **Course Content** page. You will now be allowed to sign up for a live training session by clicking the **VIEW** button.

SELECTING COURSE DATE

1. *For the selected course*, click the **START** button.
2. From this new page, click on **VIEW** or **CHOOSE SESSION**.



3. After clicking on View or Choose Session, you are brought to a new page, which is titled ***Upcoming Sessions*** review the date options and select a date by clicking on the **ENROLL** button.



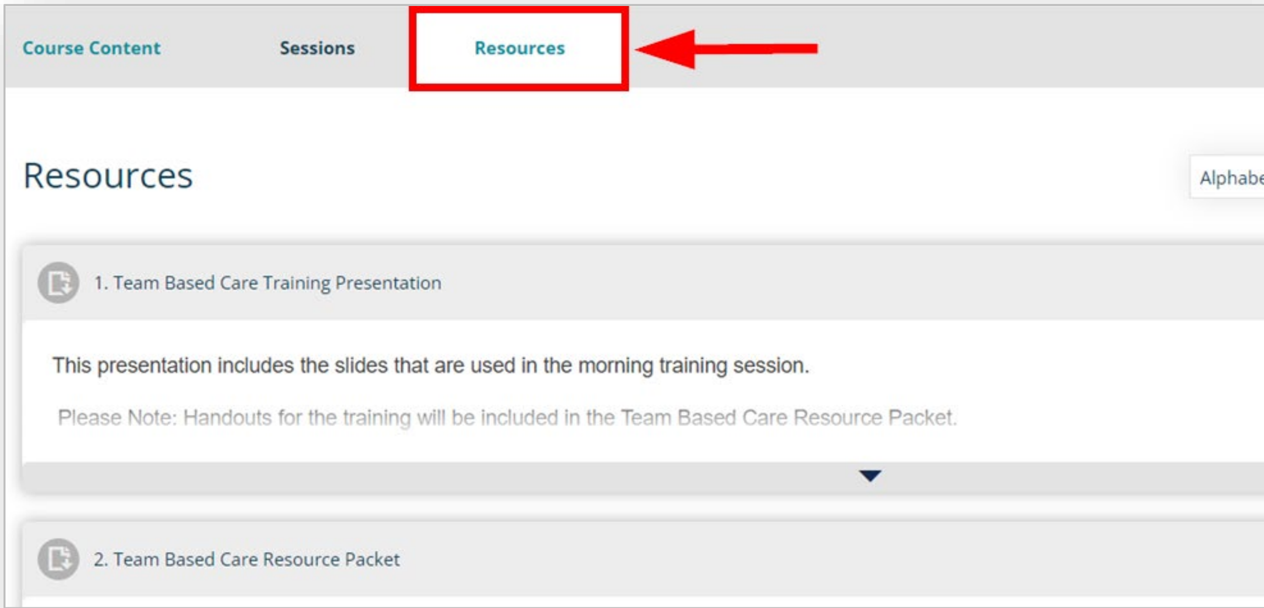
4. You should see a pop-up that states *You have been successfully enrolled*. Add the course to your calendar by clicking the **ADD TO CALENDAR.**

This completes the registration process. The next step is accessing course resources.

ACCESSING COURSE MATERIALS

1. Click on the back arrow icon as shown below.

2. Click on **RESOURCES** tab as shown below and you may download the materials for future reference using the **DOWNLOAD ALL** button. **These resources are available to you any time before or after the completion of the course.** Simply log into the LMS.



You've successfully completed the registration. You will receive an email after creating your user ID and another email confirming you enrolled into a session. *If you do not see your email, check your SPAM, Junk, Social, or Promotion folders in your email. If you are unable to locate, please contact us* at

miccsi.training@miccsi.org

Before logging out, make note of your login username (the email you used), the password you created.

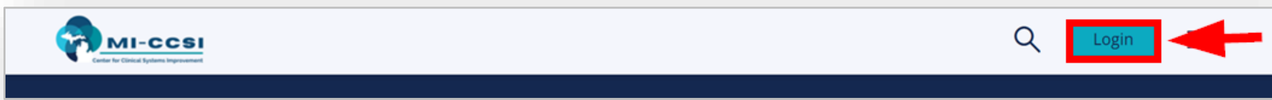
Reminder! At any time, you can return to the home page by clicking on the MICCSI logo located on the top left of the page.

DAY(S) OF LIVE TRAINING

1. Join the Zoom Meeting (see the link in your email or calendar).
2. After joining the ZOOM Meeting, login to the LMS using the same link you used to get started (provided below):

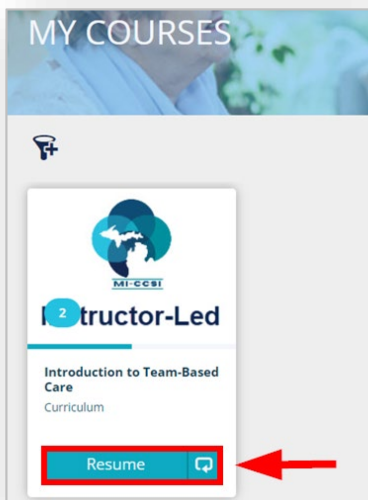
   www.miccsi-learning.org

3. Click on the **Login** button located in the top right corner and enter your username (the email address used) and password you created.

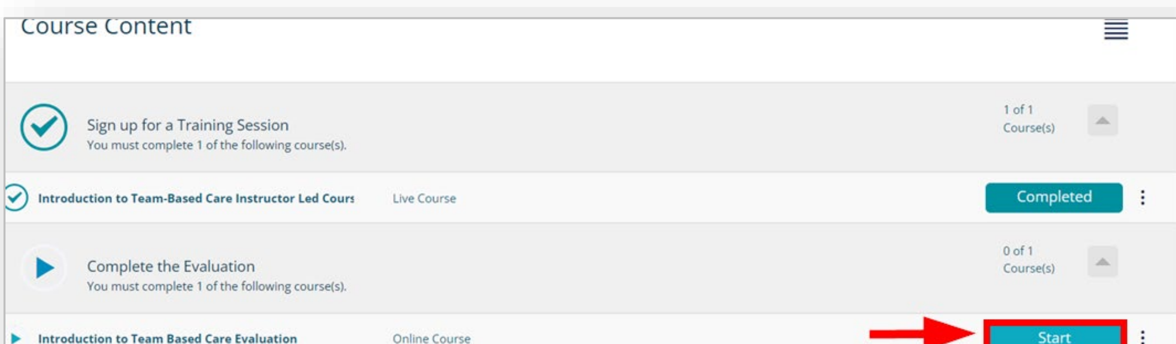


COMPLETING THE EVALUATION AND DOWNLOADING CERTIFICATE

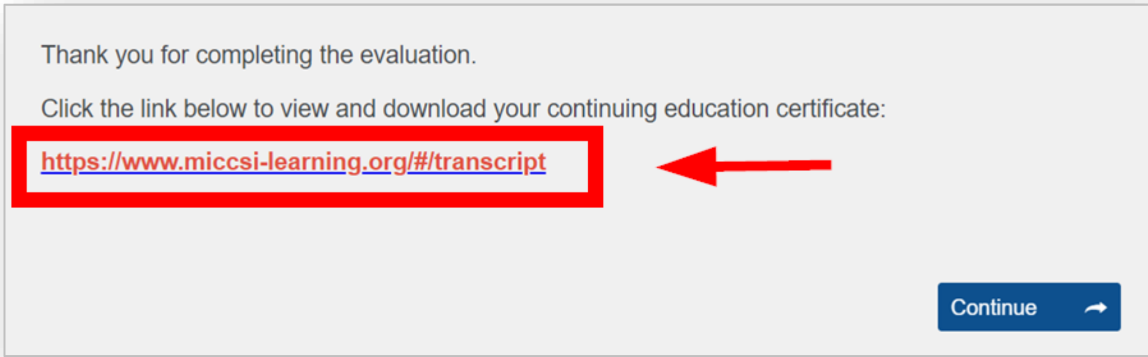
1. Once you have logged in, select **My Courses**.
2. Click on the course you registered for and click on **Resume.**



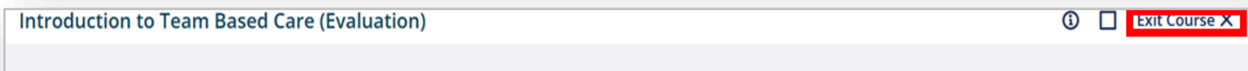
3. On this page, you will see a list of the tasks that have been completed, indicated by a check mark or box with Completed (Sign up, Live course) and the action yet needing to be completed (Evaluation). In this section to Complete the Evaluation. Click on **Start.**



4. Click on **PROCEED** and complete the evaluation. Click on **SUBMIT SURVEY** to complete the evaluation. A pop up box will appear. Click on the link in red to obtain the certificate.



If you clicked Continue you will see a pop up that states, Course Completed. You will need click on **EXIT COURSE** (upper right of screen).



This will also take you to the Continuing Education Certificates page. From here, you can also **DOWNLOAD** the certificate.