

I _____ declare I have viewed the lessons listed below as required by my employer for training purposes.

NOTE: Please place a mark in the box next to each lesson to indicate it has been viewed. When you are finished viewing all the required lessons, sign and date the list at the bottom and provide it and the lesson certificates (if required) to your HSA/Supervisor.

IMPORTANT: It is recommended that all Administrative Users view a standard user's Electronic Learning lessons (e.g.; Nurses or AA/Med Records) to learn the basic navigation of CorrecTek. The lessons below are for administrative functions only.

<input type="checkbox"/>	Adding New Users	
<input type="checkbox"/>	Editing Users	
<input type="checkbox"/>	Password Change – Admin Level	
<input type="checkbox"/>	User Departments	
<input type="checkbox"/>	User Preferences	
<input type="checkbox"/>	Granting Emergency Access	
<input type="checkbox"/>	Maintain Departments	
<input type="checkbox"/>	Daily Status Log	
<input type="checkbox"/>	Suspending a User	
<input type="checkbox"/>	Merging Contacts	
<input type="checkbox"/>	Sealing a Contact	
<input type="checkbox"/>	Prescription Dictionary Overview	
<input type="checkbox"/>	Adding a New Prescription	
<input type="checkbox"/>	Prescription Authorizations	
<input type="checkbox"/>	Manage 'Unable to Administer Reasons'	
<input type="checkbox"/>	Maintain Providers	
<input type="checkbox"/>	Reports	
<input type="checkbox"/>	Authorization Requests	
<input type="checkbox"/>	Reviewing Authorization Requests	
<input type="checkbox"/>	Reviewing Log Entries	
<input type="checkbox"/>	Monthly Statistical Reports	
<input type="checkbox"/>	Importing Scanned Documents	
<input type="checkbox"/>	<i>Optional Lessons</i>	

Employee Signature: _____ **Date:** _____

HSA/Supervisor Signature: _____ **Date:** _____