



Enhancing Outcomes for Patients and Their Caregivers.

HealthStream Learning Center
HospitalDirect - Quick Guide

HealthStream
HospitalDirect[®]

April 2008

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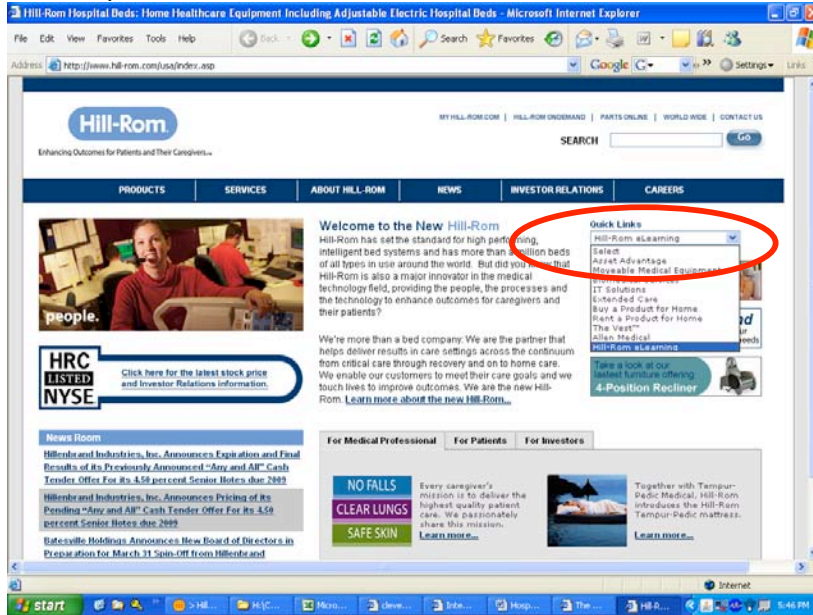
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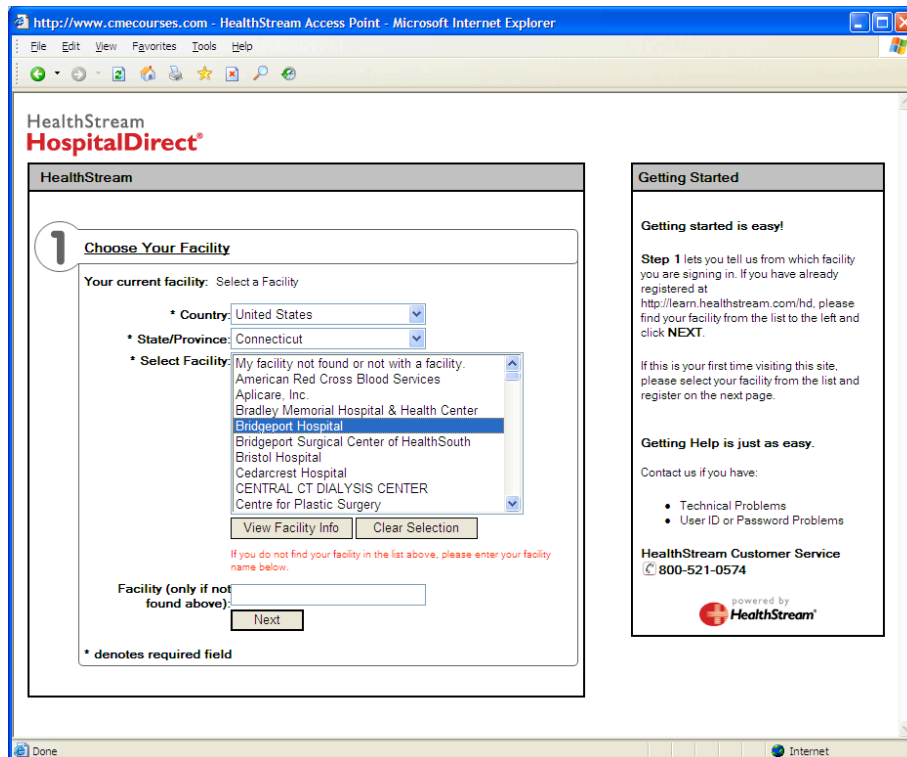
1. Student Overview

1.1 Logging into the Next Generation HealthStream Learning Center –

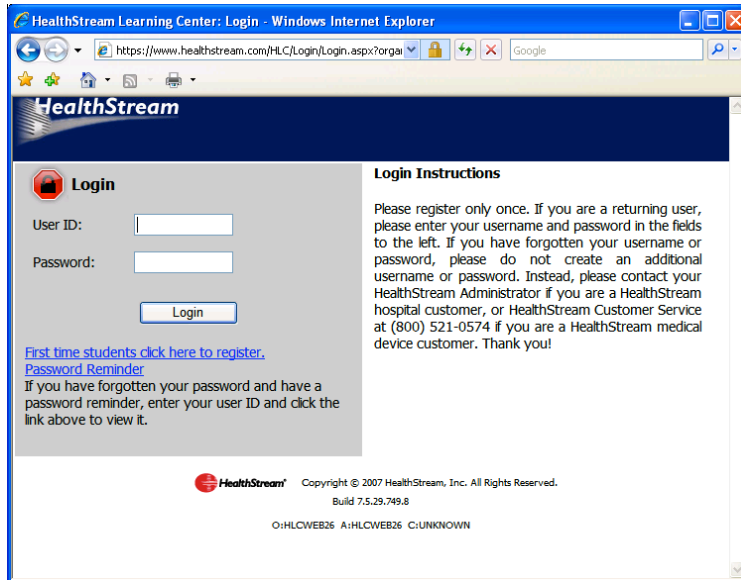
Go to www.hill-rom.com and click on “Quick Links” on the right side of the Hill-Rom home page. Then select “Hill-Rom eLearning”. This will take you to the Healthstream access point.



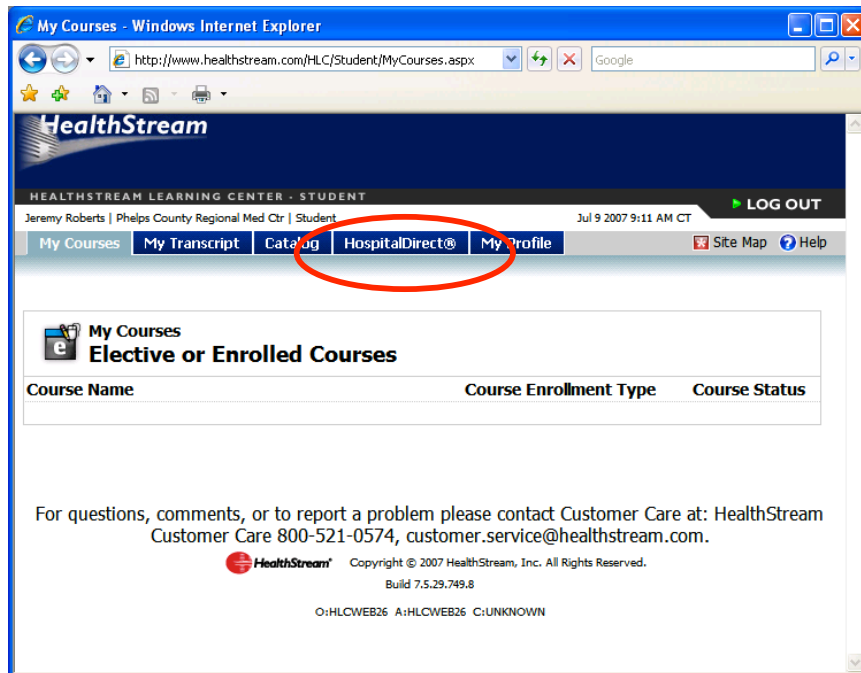
Through the HealthStream AccessPoint, students can conveniently locate their facility specific login for the HealthStream Learning Center. Students simply select their state and corresponding facility from the appropriate drop down menus.



Students will be redirected to their facility specific login screen where they can login using a previously created account. First time users can also self-enroll in the system by clicking on the “First Time Students” link.



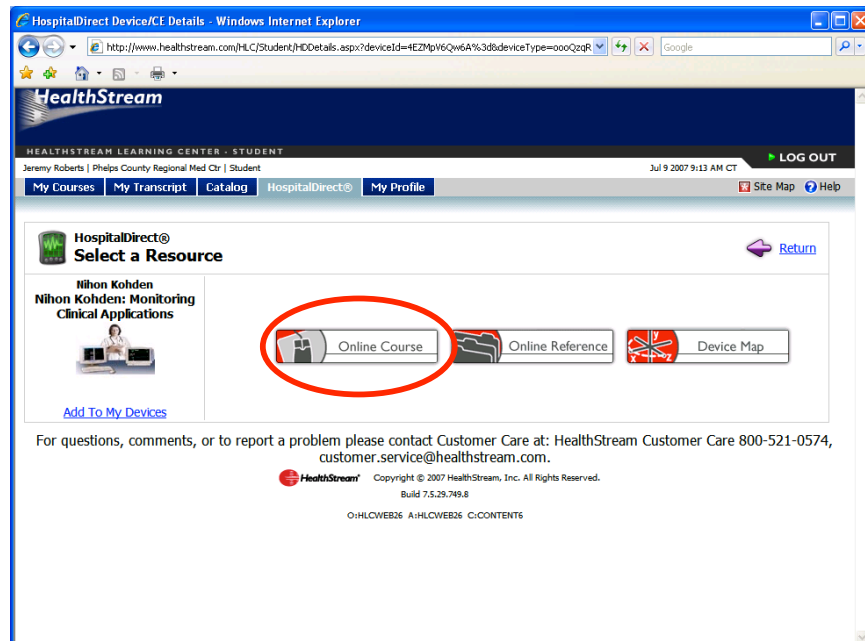
1.2 Accessing HospitalDirect Courses – Once logged in, click on the HospitalDirect tab.



By clicking on the HospitalDirect tab, users will have access to two primary types of training. Courseware on the effective use of medical devices (Devices) and numerous complimentary online continuing education courses. (Online CE). Click on the category of courses you would like to view and then browse for specific courses by manufacturer, specialty, or alphabetically. Once you have located your course, select the title to access the course.

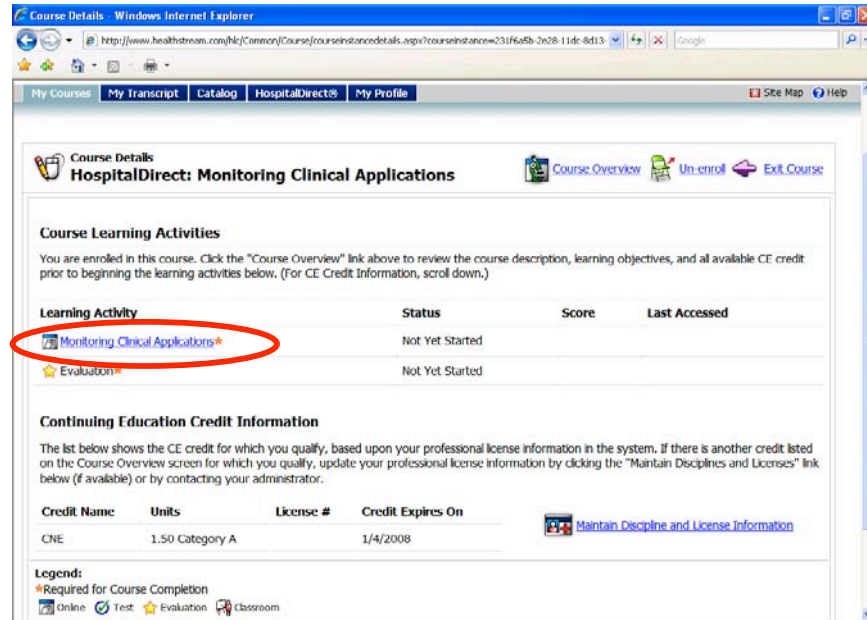


Within the course overview section, select the Online Course.



Once on the Course Details page, you can review the course overview and details about the course. To launch the course, select the first learning activity within the course.

**Courses may have multiple learning activities, including lessons, tests, and evaluations.

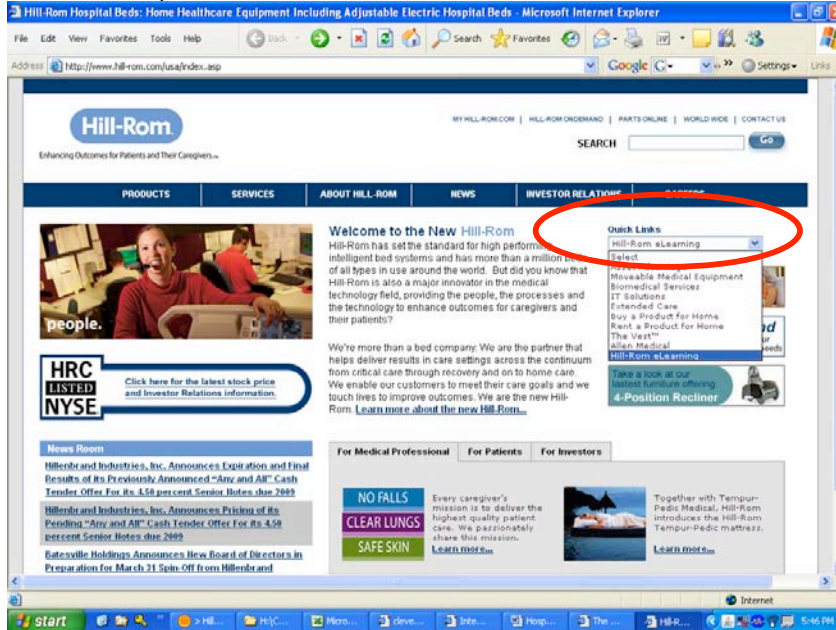


1.3: Additional Information

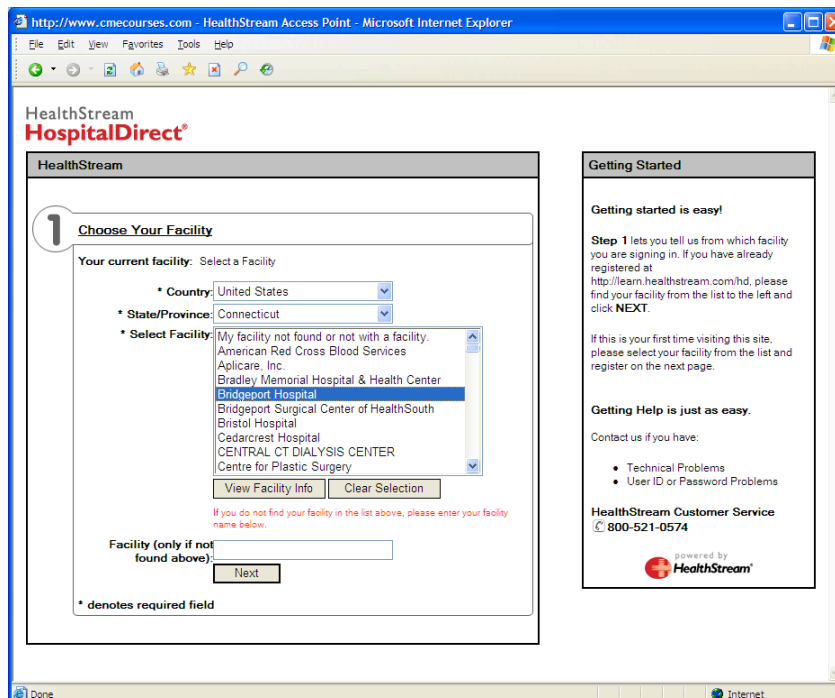
- My Courses – this tab will show all courses currently in progress but not yet completed.
- My Transcript – this tab will show all courses that have been successfully completed. However, please note there is a date range drop-down menu that may need to be changed to see all courses for a certain period.
- My Profile – this tab is where students can make changes to their name, address, password, license information, etc.

2. Administrator Overview

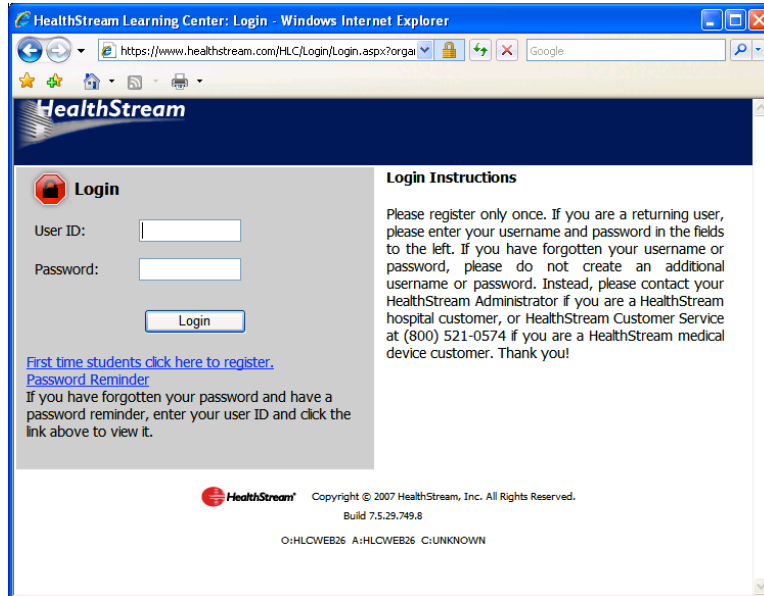
1.2.2.1 Logging into the Next Generation HealthStream Learning Center –Go to www.hill-rom.com and click on the “Quick Links” on the right side of the Hill-Rom home page. Then select Hill-Rom eLearning. This will take you to the Healthstream access point.



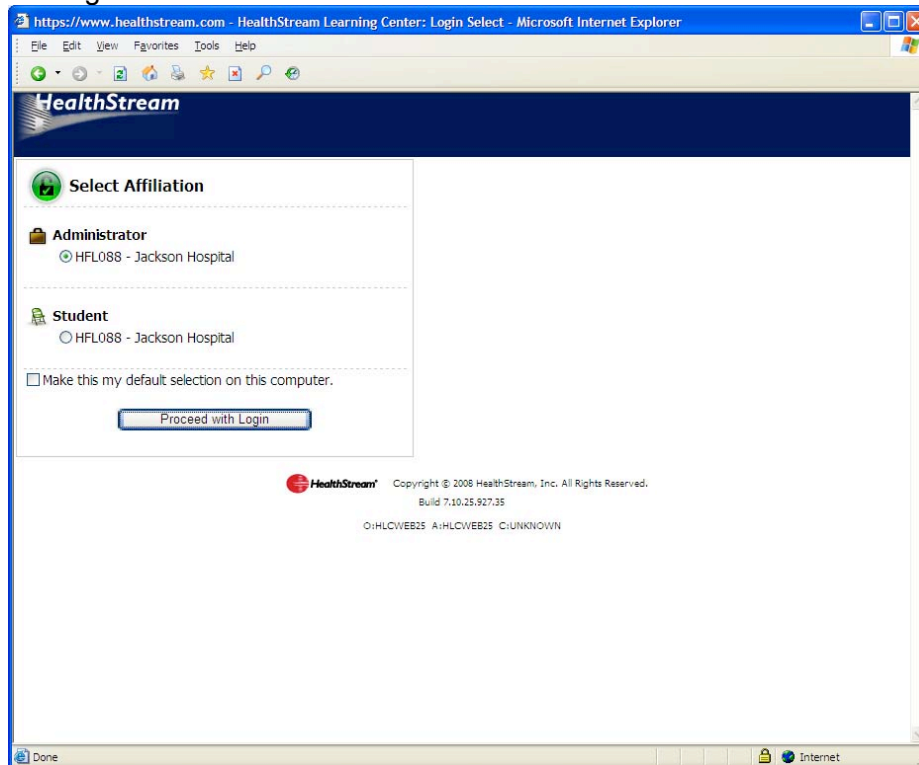
Through the HealthStream AccessPoint, administrators can conveniently locate their facility specific login for the HealthStream Learning Center. Administrators simply select their state and corresponding facility from the appropriate drop down menus.



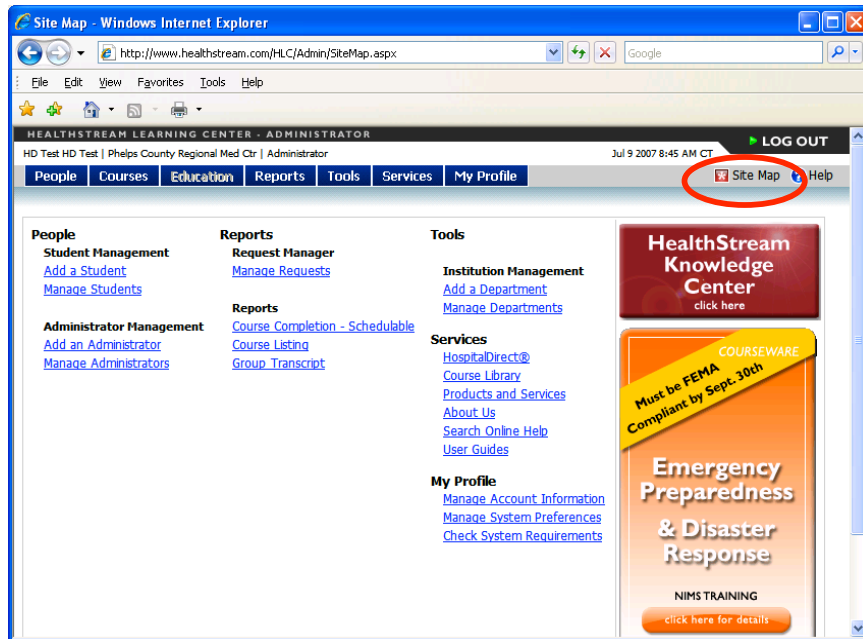
Administrators will be redirected to their facility specific login screen where they can login using the username and password created by Healthstream. This will be your first initial plus last name for both.



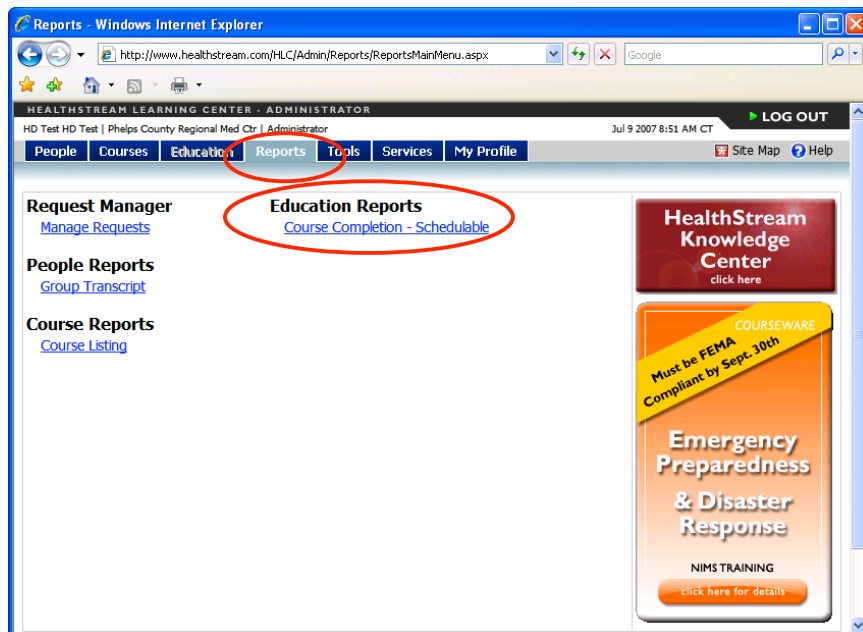
Users with both administrator and student privileges will be asked which profile type they would like to sign in under.



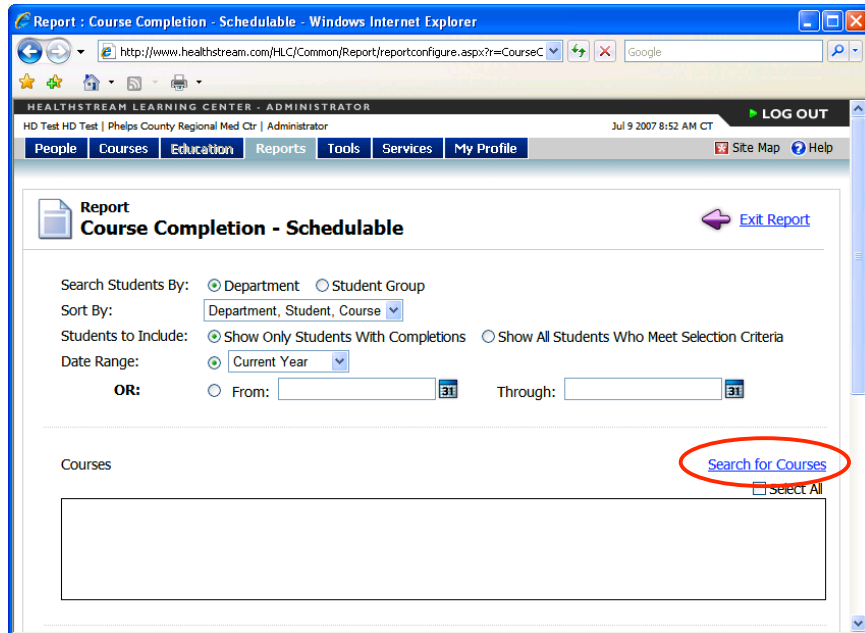
Upon logging in, you will be delivered to the Site Map. Click on the “Site Map” button from anywhere inside the HLC to return to this screen.



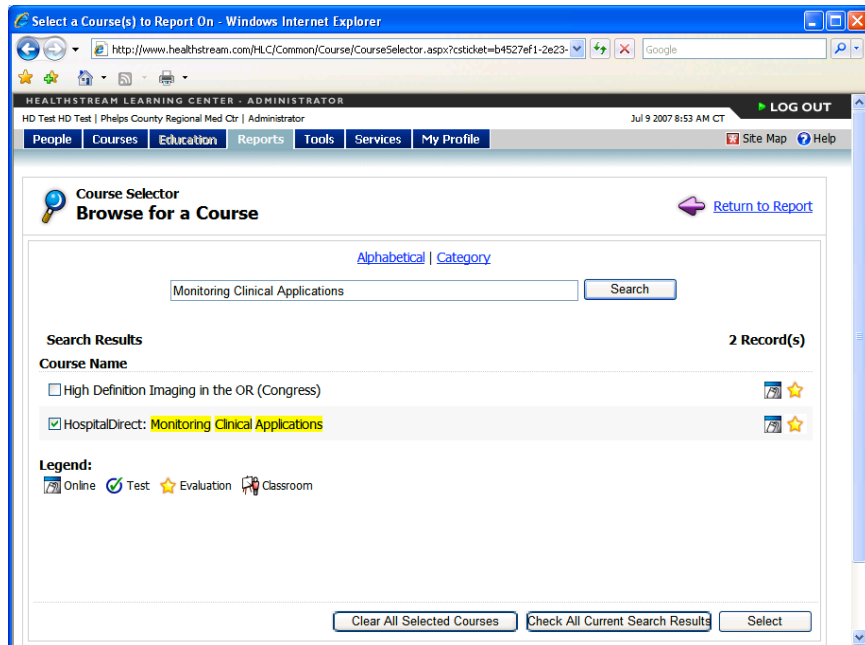
2.2: Running a Course Completion Report – The Course Completion Report will allow you to track student progress and completion of courses. To run this report, click on the Reports tab and then the Course Completion link. (This report replaces the Progress Report in the Classic HLC.)



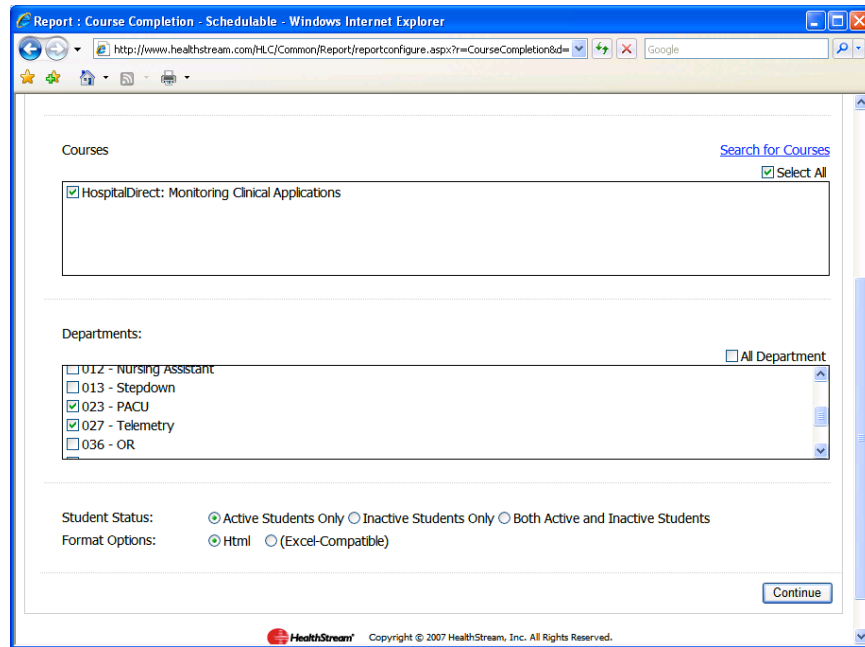
On the report details page, you will enter in the variables for your report including students and date ranges you wish to include in your report. To select the specific course(s) to include, you will click on the “Search for Courses” link.



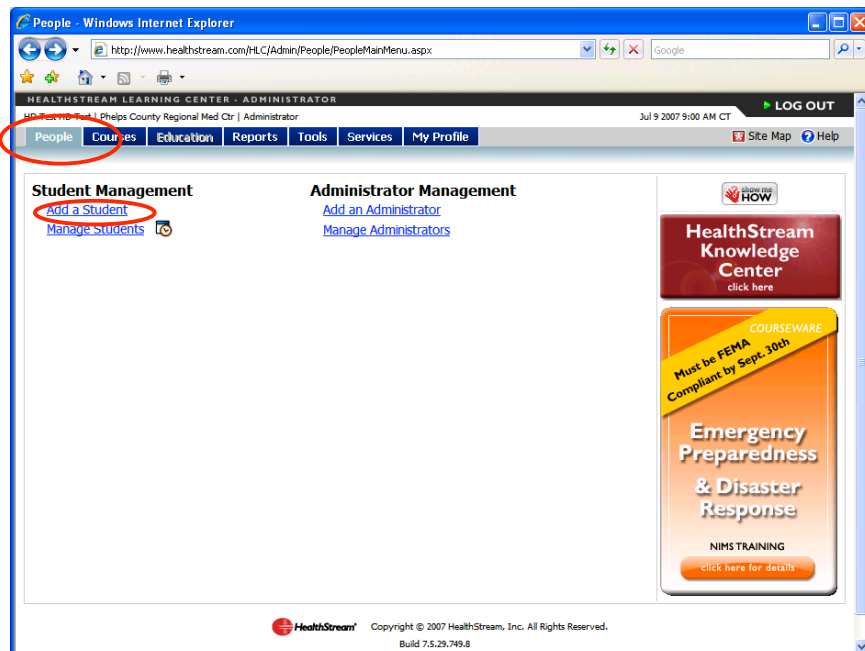
Enter your course title in the Search box and select from the displayed results.



Once you have selected a course, you will be returned to the Report details page and the course will be populated in the courses section of the report builder. At the bottom of the screen, you can select specific departments to include in your report. Additionally you can select the format for your report. Once you have completed input of your report variables you can select “Continue” to run the report or you can “Schedule” the report to run at pre-determined intervals by returning to the top of the Screen and clicking on the “Schedule the Report” option.



2.3: Adding Students – Click on the “People” tab and then “Add a Student” to add students to the system.



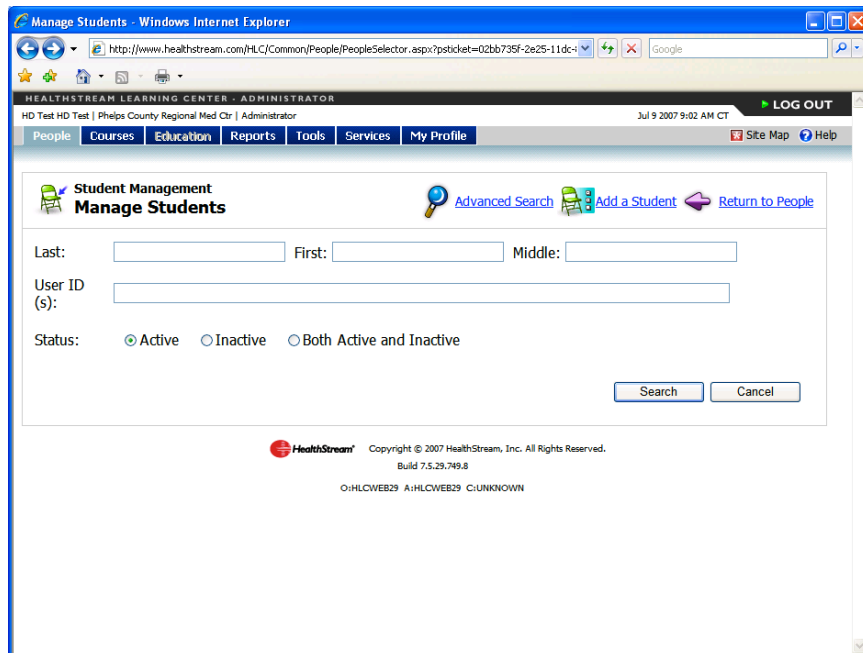
To add a student, simply enter the student's details and select "Save".

The screenshot shows a web browser window titled "Student: Edit - Windows Internet Explorer" with the URL "https://www.healthstream.com/HLC/Admin/People/StudentEditor.aspx". The page header includes "HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR" and "HD Test HD Test | Phelps County Regional Med Ctr | Administrator". The navigation menu has tabs for "People", "Courses", "Education", "Reports", "Tools", "Services", and "My Profile". The main content area is titled "Student Management" and "Add a Student". It contains a form with the following fields: Last Name (*), First Name (*), Middle Name, User ID (*), Password (*), Confirm Password (*), Password Reminder, Email, and Time Zone (*). A checkbox labeled "Allow this student to access the system." is checked. Below the form is the "Institution Information" section. A "Return to People" link is visible in the top right corner.

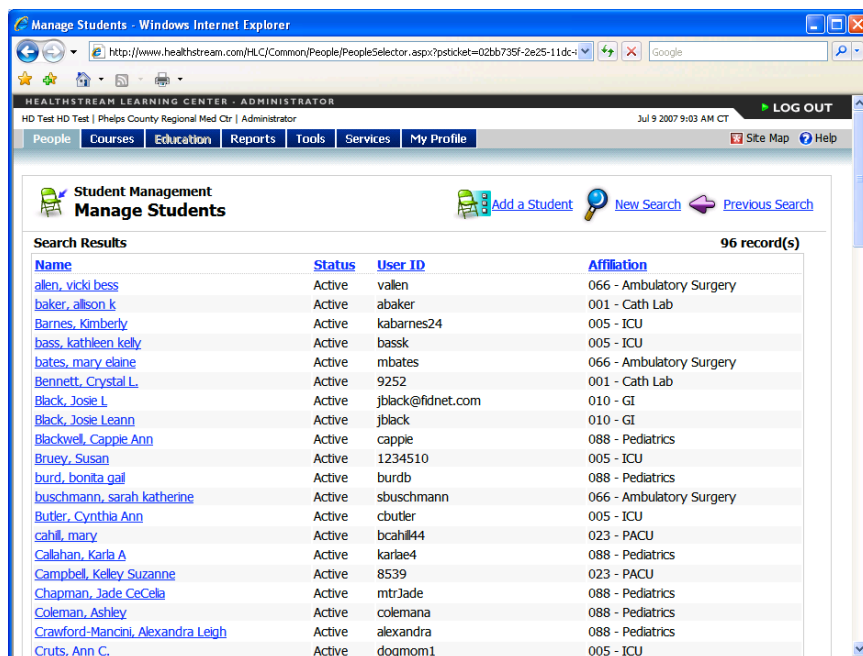
2.4: Resetting Student Passwords – Click on the "People" tab and then "Manage Students" link to edit student account information.

The screenshot shows a web browser window titled "People - Windows Internet Explorer" with the URL "http://www.healthstream.com/HLC/Admin/People/PeopleMainMenu.aspx". The page header includes "HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR" and "HD Test HD Test | Phelps County Regional Med Ctr | Administrator". The navigation menu has tabs for "People", "Courses", "Education", "Reports", "Tools", "Services", and "My Profile". The main content area is divided into "Student Management" and "Administrator Management". Under "Student Management", there are links for "Add a Student" and "Manage Students" (circled in red). Under "Administrator Management", there are links for "Add an Administrator" and "Manage Administrators". On the right side, there are two promotional banners: "HealthStream Knowledge Center" and "Emergency Preparedness & Disaster Response" (NIMS TRAINING). The footer includes the HealthStream logo, copyright information, and the build number "Build 7.5.23.749.8".

Enter the student's name to search for students.



Select a student from the search results by clicking on their name.



To reset a password, simply type over the existing password information. Remember to also change the “Confirm Password” field.

The screenshot shows a web browser window titled "Student: Edit - Windows Internet Explorer" with the URL <https://www.healthstream.com/HLC/Admin/People/StudentEditor.aspx?pticket=02bb735f-2e25-11>. The page header includes "HD Test HD Test | Phelps County Regional Med Ctr | Administrator" and "Jul 9 2007 9:03 AM CT". A navigation menu contains "People", "Courses", "Education", "Reports", "Tools", "Services", and "My Profile". The main content area is titled "Student Management Manage a Student" and features a sidebar for "Kimberly Barnes" with links for "My Courses", "License Information", and "Personal Address & Phone". The "General Information" section contains the following fields: Last Name (Barnes), First Name (Kimberly), Middle Name, User ID (kabarnes24), Password (masked with dots), Confirm Password (masked with dots), Password Reminder (always), Email, Time Zone (Pacific Time), and a checkbox for "Allow this student to access the system." The "Institution Information" section includes a "Supervisor/Manager" field with a "Click here to select" link. A red box highlights the "Password" and "Confirm Password" fields.