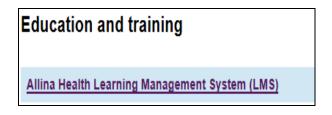
## 2018 Compliance Education Getting Started

To begin the Allina Health compliance training program, go to <u>AKN>Home</u> > <u>Training & education</u> > (Under "Education & training"; under "Tools")

Click on the link to Allina Health Learning Management System (LMS)



Click again on the link to Allina Health Learning Management System (LMS)

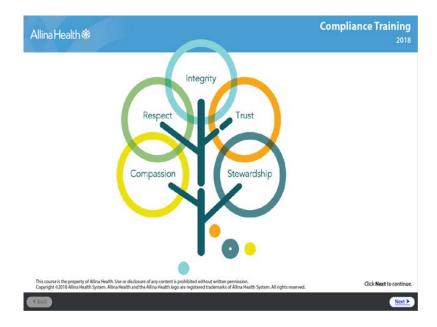
Learning management system This is the home of your training and education currently being tracked at Allin

Allina Health Learning Management System (LMS)

Find user guides, your enrollments and transcript, educational offerings, communities, and more.

You will be taken to the Allina Health LMS homepage. The Allina Health Compliance 2018 module will be listed under the "My Learning" section of the homepage. Click on "Launch".

	See this video for a quick overview of Allina Health's Learning Management System - Saba Cloud. See the AKN for more information on the Learning Management System and a catalog of job aids. If you experience technical issues, please contact Allina Health's Service Desk at 612-262-1900 and indicate you are calling in regards to the Learning Management System.	The Learning Management System will no longer support the use of Internet Explorer versions: 7, 8, 9 and 10 beginning June 22, 2018.   Internet Explorer version 11 and above will continue to be supported. If you are experiencing issues using the Learning Management System, please ensure you are using Internet Explorer version 11.   To determine what version of browser you are using visit - www.whatsmybrowser.org
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Follow any other onscreen prompts and you will be directed to the first page of the lesson:

Use the "Next" and "Back" buttons to navigate through the lesson. You must complete modules for your job role in its entirety and are required to acknowledge the attestation agreeing that you understand and will comply with the Allina Health Code of Conduct, HIPAA privacy and security rules and policies. Once you check 'yes' you will receive credit for completion of the lesson. You will receive your certificate of completion after submitting your attestation. We recommend that you print and retain a copy of the certificate of completion.

To print your certificate of completion at the end of a lesson, click on the "Print" button on the bottom of the page.

## **Getting Help**

The Service Desk is available at any time (24 hours a day, seven days a week) to assist you any problems accessing or using the Compliance Education module. Please contact the Service Desk with all compliance training-related questions or concerns. Every effort will be made to respond to your concerns in a timely fashion. To contact the Service Desk, call 612-262-1900 or 1-800-315-4085.

## **Contact Us**

The compliance staff welcomes your questions and suggestions. If you have ideas, questions, or concerns, please contact us at 612-262-4900 or toll-free at (855) 390-3781. You may also e-mail at <u>corporatecompliance@allina.com</u>

## Disclaimer

Allina's compliance training materials are copyrighted and may not be used, copied, or shared outside the scope of Allina Health's compliance training initiative.