



Goal: To provide XchangER organizations with training and documentation of role specific competency as evidenced by successful completion of the process tasks identified below:

XchangER users complete steps 1-6:

1. Confirm access to <https://healthems.com> and update your Account Information.

- a. Navigate to <https://healthems.com>. Log in with the username and password provided by the XchangER Operations or XchangER Admin user at your organization. Navigate to *myHealthEMS* -> *myAgency* -> *myAccount* to choose a unique password, password question, password answer, and verify your account information including email address.

2. Review Viewing the Run Details

- a. Navigate to <https://xchanger.healthems.com>. Next, click on the blue "?" icon in the upper right corner. Select "3. Training Tools", then select "5. Viewing the Run Details".

3. Review Printing Prehospital Care Reports Training Tool

- a. Navigate to <https://xchanger.healthems.com>. Next, click on the blue "?" icon in the upper right corner. Select "3. Training Tools", then select "2. Printing Prehospital Care Reports".

4. Demonstrate ability to view and print a Prehospital Care Report.

- a. Open Run Details by clicking on a PCR record, next click the printer icon in this section of the page to open the login screen and then login with valid credentials to launch the separate window containing the Prehospital Care Report.
- b. Click the print icon in the top-left corner of the XchangER runs page to open the login screen and then login with valid credentials to launch the separate window containing the Prehospital Care Reports for any Complete call shown in the current page of results, or check specific boxes in the Print column, then click the printer icon to print specific Complete reports.

5. Review Using the XchangER Filter Training Tool

- a. Navigate to <https://xchanger.healthems.com>. Next, click on the blue "?" icon in the upper right corner. Select "3. Training Tools" and then select "3. Using the XchangER Filter".

6. Demonstrate ability to Filter for specific PCR's.

- a. Click the Show Filter link at the top left of the page, then select specific criteria to limit the results, then click the Filter button at the bottom right of the filter screen.

Employee: _____

Date Completed: _____

Trainer: _____

Date Completed: _____

XchangER Operations users complete additional steps 7-9:

7. Review Adding XchangER Users Training Tool

- a. Navigate to <https://xchanger.healthems.com>. Next, click on the blue "?" icon in the upper right corner. Select "3. Training Tools" then select "1. Adding XchangER Users".

8. Demonstrate ability to add new users and edit existing users in the HealthEMS website

- a. Navigate to <https://healthems.com>. Log in with a username and password. Navigate to *Setup -> Users* to demonstrate adding a new user.
- b. Navigate to *Setup -> Users* to demonstrate editing an existing user.

9. Demonstrate ability to instruct XchangER users how to edit their own information in the HealthEMS website.

- a. Navigate to *myHealthEMS -> myAgency -> myAccount* to demonstrate editing a Password Question and Answer to a Password Question, etc.

Employee: _____ Date Completed: _____

Trainer: _____ Date Completed: _____

XchangER Admin users complete additional steps 10-11:

10. Review Authenticating XchangER Devices Training Tool

- a. Navigate to <https://xchanger.healthems.com>. Next, click on the blue "?" icon in the upper right corner. Select "3. Training Tools", then select "4. Using the Manage XchangER Configurations Page".

11. Demonstrate ability to authenticate devices via the Authentication Cookie Only and Authentication Cookie from a device displaying an approved public IP Address method

- a. Navigate to <https://xchanger.healthems.com> to log in with valid XchangER Admin credentials on an device which has not yet been authenticated or click the wrench icon from a previously authenticated device to log in, then access the Install XchangER configurations page and Manage XchangER Configurations page.

Employee: _____ Date Completed: _____

Trainer: _____ Date Completed: _____