

HOW TO REGISTER ON SWANKHEALTH & ACCESS TELEHEALTH TRAINING

1. Go to: <https://army.swankhealth.com>.
2. Click [Need To Register] button.

3. Complete registration and click [Update].
*Picture edited to shorten content.

4. Confirmation email will arrive within about 24 hours. It will contain the following information:
 - Website: <https://www.swankhealth.com/army>
 - Site Code
 - Username/ID:
 - Participant ID
 - SystemId/Username
 - Social Security Number (if provided)
 - Password
5. After confirmation email arrives, login at the website <https://www.swankhealth.com/army>.
 - Select a Facility. (If applicable, 931-Tripler Army Medical Center)
 - Enter ID and Password.
 - Click "Login" button.
6. Private policy statement acknowledgement appears. Check box then click [Continue].

7. Click [Search]. Select "title" option and type in "telehealth" in the search criteria. Click [Go].

8. Click "View Course" link.

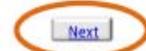
Course Name	Expiration Date	Course Number	Credits	
TeleHealth Connect and Communicate (MC-00492)		16379	0.00	View Course
TeleHealth Policies and Procedures (MC-00491)		16380	0.00	View Course

*NOTE: Asynchronous telehealth staff are required to do only "Telehealth Policies and Procedures" training, while Synchronous telehealth staff is required to do both "Telehealth Connect and Communicate" and "Telehealth Policies and Procedures" trainings.

9. Click [Launch Course] to start video.
10. View course.
 - The course will launch in a new window. Once the video plays thru all the slides, click [Survey]. The Survey will launch in a new window.

In order to receive a completion certificate and credit within DTMS for Telehealth Connect & Communicate, you must:

1. Complete the end of course survey processed by:
 - a. Clicking this button 
 - b. If the survey does not launch, type this address within your web browser to access the survey: <https://peceisurvey.zlless.army.mil/hizzqk.aspx>
2. AFTER you complete the survey, click the next button below and answer the certification question on the following page.



- AFTER you complete the survey, close the window and click [Next].
- Select "Yes, I certify". Click [Submit].
- You will see a pop up screen indicating that you should receive credit in DTMS in 2 weeks and instructions for printing your certificate.
- Click [Finish]
- Exit out of screen.
- You can access a certification of completion within an hour of course completion under "My Completed Courses" tab. Completions are automatically sent to DTMS.

11. Telehealth training documentation.

- Click [My Completed Courses].
- Click "View Certificate" link next to course titles.
- Save and print PDFs for both courses.
- Providers should forward certificate(s) to the credentialing office for filing in Section B of their Provider's Credentials File (PCF). All telehealth staff will keep a copy of their certificate(s) in their Provider Activity File (PAF) or Competency Assessment File (CAF).