



OhioTRAIN Quick Guide for the ODH – MAC Training “What is Medicaid Administrative Claiming (MAC)?”

How to login to OhioTRAIN

1. Type <https://oh.train.org> into the address field of your browser.
2. Enter your login name and password and click the “Login” button.
3. Once logged in, you will be taken to the OhioTRAIN member homepage.

NOTE: If you are a new user, you will need to register – please see the “Creating Your Account” section.

What to do if you forget your password

1. Click on “Forgot Your Password?” on your OhioTRAIN homepage.
2. Enter your login name in the appropriate field.

NOTE: If you do not remember your login name, leave the field blank and click “Next.” You will be prompted to enter your email address, first name, and last name.

3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for OhioTRAIN. If you cannot recall the answer to your secret question, select “I don’t remember the answer” and you will be prompted for your street address.

NOTE: Do not guess! Incorrect guesses can lock your account. If you have attempted all of the above methods to access your login information and are unsuccessful, contact:

Susan Brumm, OhioTRAIN Administrator, (614) 995-4845, susan.brumm@odh.ohio.gov

Creating a new OhioTRAIN account

Ohio Department of Health

OhioTRAIN

Tuesday, April 23, 2013

[Home](#) [Calendar](#) [Competencies](#) [About](#) [Help](#)

[Forgot Login Name/Password](#)

Login Name

Password

LOGIN

Remember My Login Name and Password

[Forgot Your Login Name/Password?](#)

-OR-

CREATE ACCOUNT

To add your course to TRAIN: [Become a Course Provider](#)

Welcome to TRAIN, the p health. A free service of i expanded TrainingFinder



If this is your first visit, cl learning today!

If you already have an ac provided on the left men

Through this site, you can

- Quickly find and re affiliate sites,
- Track your learnin
- Access valuable n experience, and
- Stay informed of th

If you do not have an OhioTRAIN account, follow these steps:

1. On the <https://oh.train.org> homepage, click the “Create Account” button.
2. On the following page, please read the linked TRAIN Policies and check the box adjacent to “I agree to these TRAIN policies” before clicking the “Next” button.

NOTE: Do not hit your browser’s “Back” button at any time during the registration process. Instead, use the “Back” and “Next” buttons provided at the bottom of each page.

3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk (*). Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select “Next” to continue.
4. On the following page, you will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click “Next”.

NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions.

5. On the resulting page, you are asked to select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent drop down menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when ready to proceed.
6. The next page prompts you to select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent drop down menu. If you select “Other,” please type your answer in the space provided. Click “Next” to continue.
7. The resulting page prompts you for optional demographic information. Click “Next” to continue.

NOTE: Your Learner profile information can be edited at any time following registration.

8. Your password will be displayed on screen and will NOT be emailed to you. Write this down.

How to find this course

1. Enter the Course ID: **1043142** in the “Course ID” search window located on the right side of the OhioTRAIN homepage.

The screenshot shows the OhioTRAIN homepage. At the top, there is a navigation bar with the OhioTRAIN logo on the left and the PHF logo on the right. Below the navigation bar, there is a search bar on the right side containing the course ID "1043142", which is circled in red. To the left of the search bar, there are navigation links: Home, Calendar, Competency Assessment, Resources, Discussions, and Help. Below the navigation bar, there is an "Announcements" section with a "Back" button, a "Pause" button, and a "Next" button. To the right of the "Announcements" section, there is a green button that says "Click here for course management". Below the "Announcements" section, there is an "Upcoming Events" section with a list of events. To the right of the "Upcoming Events" section, there is a "My Action Items" section with a dropdown arrow and the text "There are no action items pending." Below the "My Action Items" section, there is a "My Learning" section with a dropdown arrow. Below the "My Learning" section, there is a "My Certificates" section with a dropdown arrow. Below the "My Certificates" section, there is a "My Training Plans" section with a dropdown arrow. Below the "My Training Plans" section, there is a "My Surveys" section with a dropdown arrow. Below the "My Surveys" section, there is a "My Links" section with a dropdown arrow.

2. The course will appear on the list and you will need to click on the course name.

Course Search

Search Parameters [v]

Search Result [^]

Tip: To sort by any column, click the column heading. Or use default order by Keyword Search Proximity
Tip: To view course description, click on the Course Title
Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.
 \$ = Fee associated with the course

20 rows per page [v] Filter [v] I J K L M N O P Q R S T U V W X Y Z All [v] Displaying page 1 of 1, items from 1 to 1 of 1

\$	Title	Type	Sponsor/Offerer	Rating
	What is Medicaid Administrative Claiming (MAC)?	Course	Ohio Department of Health Mac Unit	no reviews

20 rows per page [v] Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All [v] Displaying page 1 of 1, items from 1 to 1 of 1

Note: A red callout box with the text "Once displayed, Click here" and an arrow points to the course title "What is Medicaid Administrative Claiming (MAC)?".

How to register for this course

1. Once you click on the Title – “What is Medicaid Administrative Claiming (MAC)?” the Course Details page will be displayed (see image below).
2. To register for the course, click the “Registration” tab.
3. To launch the course, click the “Launch” button.

[Home](#) [Calendar](#) [Competency Assessment](#) [Resources](#) [Discussions](#) [Help](#)

Course Details

What is Medicaid Administrative Claiming (MAC)? [Back]

Course Details [v] Contacts [v] **Registration** [v] Reviews [v]

Note: A red callout box with the text "Click here first" and an arrow points to the "Registration" tab.

To launch this course, please click on the 'Launch' button.
 Note that this course will be added to 'My Learning' after you click the button.

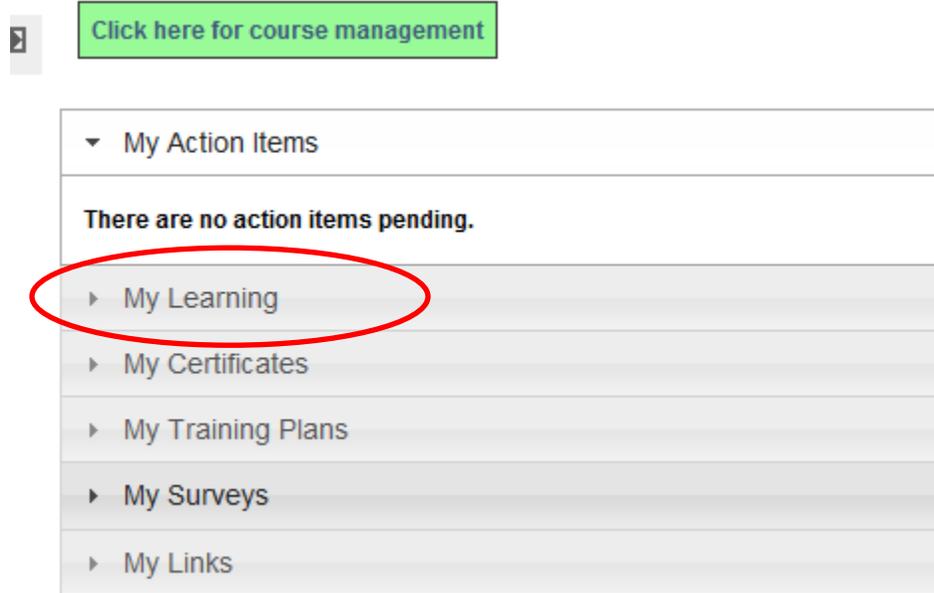
[Launch]

Note: A red callout box with the text "Once displayed, Click here" and an arrow points to the "Launch" button.

[Back] [Find other courses like this]

How to begin viewing this course

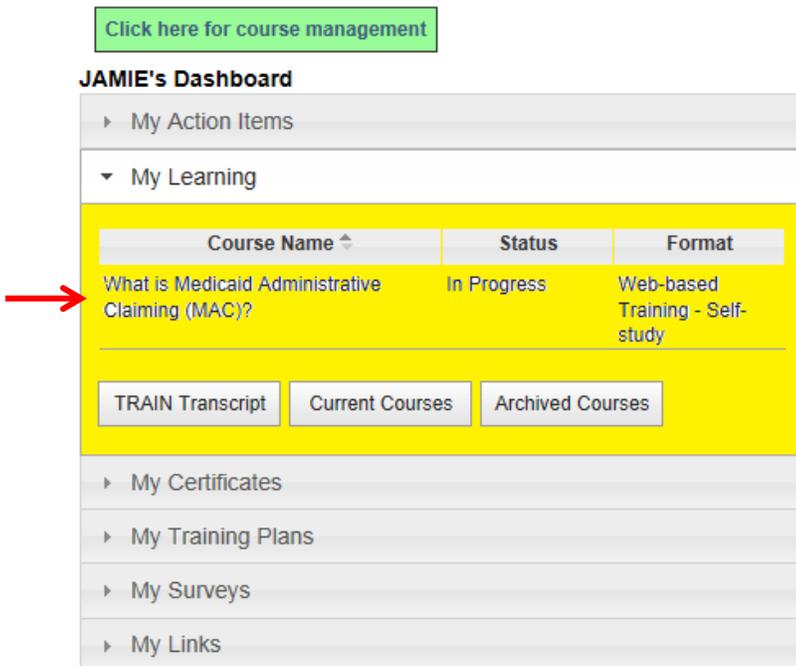
1. From the member homepage, click on “My Learning” to the right of your screen.



Click here for course management

- ▼ My Action Items
- There are no action items pending.**
- ▶ **My Learning**
- ▶ My Certificates
- ▶ My Training Plans
- ▶ My Surveys
- ▶ My Links

2. On the resulting page, you will see a listing of all the courses for which you are registered. To begin viewing this course, click on its name.



Click here for course management

JAMIE's Dashboard

- ▶ My Action Items
- ▼ My Learning

Course Name	Status	Format
What is Medicaid Administrative Claiming (MAC)?	In Progress	Web-based Training - Self-study

TRAIN Transcript Current Courses Archived Courses

- ▶ My Certificates
- ▶ My Training Plans
- ▶ My Surveys
- ▶ My Links

How to start the Final Test

Before you can start the Final Test, you must first mark the course as “Completed”. Please follow these instructions:

1. From the member homepage, click on the green box that says “Click here for Course Management”.
2. On the resulting page, you will see a listing of all the courses for which you are registered. Find this course in the list and click the (manage) icon.

Click here for course management

JAMIE's Dashboard

▼ My Action Items

There are no action items pending.

▶ My Learning

▶ My Certificates

▶ My Training Plans

▶ My Surveys

▶ My Links

[Home](#) [Calendar](#) [Competency Assessment](#) [Resources](#) [Discussions](#) [Help](#)

Keyword or Course ID



Advanced

My Learning

Back

Tip: Click on course title to access to course details.

Tip: Click on registration status to launch the course or to launch its Assessment/Evaluation

Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on

Tip: If you want to add scheduled session to your personal calendar please click on

Type	Title	Status	Manage
Online	What is Medicaid Administrative Claiming (MAC)?	In Progress	

3. Next, you must now mark the course as “Completed.” To do this, click on the “Completed” button.

Course Registration Management

You have registered for a course:
What is Medicaid Administrative Claiming (MAC)?
Registration Status: In Progress

To mark this course as "Completed" please click

To mark this course as "Archived" please click

To withdraw yourself from this course please click

4. The page is now refreshed and an “Assessment” button is displayed. Clicking this button will start the Final Test.

Course Registration Management

What is Medicaid Administrative Claiming (MAC)?
Registration Status: Post-Assessment Pending

Before completing the course you must complete the assessment.

To start the assessment immediately click ←

Note: If you have completed these five steps and you are not yet ready to begin the Final Test, then follow the instructions in the next section when you return to OhioTRAIN.

How to start the Final Test if you need to return later to begin the test

1. Start the Final Test for this course (provided that you have marked it “Completed”) from the “My Learning” tab located under your Dashboard menu.
2. Click the Status link “Post-Assessment Pending” next to the name of this course.

JAMIE's Dashboard

My Action Items

My Learning

Course Name	Status	Format
What is Medicaid Administrative Claiming (MAC)?	Post-Assessment Pending	Web-based Training - Self-study

TRAIN Transcript Current Courses Archived Courses

My Certificates

My Training Plans

My Surveys

My Links

What is Medicaid Administrative Claiming (MAC)?

Upon completion of the course, please go to "My Learning" and click on "Current Courses". Find the name of the course you want to complete, the assessment will automatically launch.

This test consists of 4 questions. You must answer each question.

Upon completion of the test, you will receive a passing or failing score. A passing score is 75% or above.

If you **PASS**, you can proceed to your "My Learning" area of your OhioTRAIN account complete a course even in the "Certificates" area of your OhioTRAIN account.

OhioTRAIN will automatically notify ODH/VS of your passing score.

If you **FAIL**, you must complete a course review and then you can either review the course content first and then start the assessment.

Click the Start Assessment button to start the assessment.

(533)

Start Assessment



3. Click “Start Assessment” and the test will begin.

Note: If you quit before completing the entire test, you must restart at the beginning of the test.

How to access your certificate once you have passed the Final Test

1. From the member homepage, click on “My Certificates” located under your Dashboard.
2. On the resulting page, click on the printer icon to print the certificate to your default printer.

JAMIE's Dashboard

▶ My Action Items
▶ My Learning
▶ My Certificates
▶ My Training Plans
▶ My Surveys
▶ My Links

JAMIE's Dashboard

▶ My Action Items																							
▶ My Learning																							
▼ My Certificates																							
<table><thead><tr><th>Course Name</th><th>Date Completed</th><th></th></tr></thead><tbody><tr><td>Excel 2010 Level 1</td><td>15.11.2012</td><td></td></tr><tr><td>Excel 2010 Level 2</td><td>15.11.2012</td><td></td></tr><tr><td>ODH Customer Service Compliance Orientation</td><td>06.11.2012</td><td></td></tr><tr><td>Ohio Public Health Communication System (OPHCS) Alert Level Training</td><td>06.11.2012</td><td></td></tr><tr><td>Spring 2013 Ethics Training</td><td>14.03.2013</td><td></td></tr><tr><td>What is Medicaid Administrative Claiming (MAC)?</td><td>30.04.2013</td><td></td></tr></tbody></table>			Course Name	Date Completed		Excel 2010 Level 1	15.11.2012		Excel 2010 Level 2	15.11.2012		ODH Customer Service Compliance Orientation	06.11.2012		Ohio Public Health Communication System (OPHCS) Alert Level Training	06.11.2012		Spring 2013 Ethics Training	14.03.2013		What is Medicaid Administrative Claiming (MAC)?	30.04.2013	
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What should I do if I do NOT pass the Final Test?

If you do not pass the Final Test, you can either review the course content first and then re-take the Final Test or re-take the Final Test immediately. To re-take the test, you must do the following:

1. Go back to the OhioTRAIN homepage.
2. Click “My Learning” tab.
3. Click “Train Transcript”.
4. Click the title of the course.
5. Click the “Registration” tab.
6. Click the “Launch” button.

Can I see which questions I answered correctly/incorrectly?

Yes, you can review your responses. After completing the Final Test and the course evaluation, you can review each question, your response and whether or not you responded correctly. To do this, do the following:

1. Go to the OhioTRAIN homepage.
2. Click the link on the right titled “Transcript.”

[Click here for course management](#)

JAMIE's Dashboard

The screenshot shows a user dashboard with several menu items: 'My Action Items', 'My Learning', 'My Certificates', 'My Training Plans', 'My Surveys', and 'My Links'. The 'My Learning' section is expanded, displaying the message 'There are no courses in your account.' Below this message are three buttons: 'TRAIN Transcript', 'Current Courses', and 'Archived Courses'. The 'TRAIN Transcript' button is circled in red.

- To the right of this course, your score will be displayed along with the text “Passed” or “Failed”. Click this text link.

What is Medicaid Administrative Claiming (MAC)?	Reviews	4/30/2013	4/30/2013	Web-based Training - Self- study	N/A	100.00 points Passed	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
20 rows per page	Filter	* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	All	Displaying page 1 of 1, items from 1 to 11 of 11						

You can then scroll from page to page to review your responses to each question. If you answered a question incorrectly, only your response will be displayed. The correct response is not displayed. You will need to review the course material to determine the correct response.