

I \_\_\_\_\_ declare I have viewed the lessons listed below as required by my employer for training purposes.

**NOTE:** Please place a mark in the box next to each lesson to indicate it has been viewed. When you are finished viewing all the required lessons, sign and date the list at the bottom and provide it and the lesson certificates (if required) to your HSA/Supervisor.

**IMPORTANT:** It is recommended that all Administrative Users view a standard user’s Electronic Learning lessons (e.g.; Nurses or AA/Med Records) to learn the basic navigation of CorrecTek. The lessons below are for administrative functions only.

Lesson Name	Notes
<input type="checkbox"/> Utilities Tab – Adding New Users	
<input type="checkbox"/> Utilities Tab – Resetting Passwords	
<input type="checkbox"/> Utilities Tab – Maintaining User Departments	
<input type="checkbox"/> Utilities Tab – User Preferences	
<input type="checkbox"/> Utilities Tab – Granting Emergency Access	
<input type="checkbox"/> Utilities Tab – Maintain Departments	
<input type="checkbox"/> Utilities Tab – Daily Status Log	
<input type="checkbox"/> Utilities Tab – Suspending a User	
<input type="checkbox"/> Utilities Tab – Merging Contacts	
<input type="checkbox"/> Utilities Tab – Sealing Contacts	
<input type="checkbox"/> Dictionary Tab – Prescription Dictionary	
<input type="checkbox"/> Dictionary Tab – Adding a New Prescription	
<input type="checkbox"/> Dictionary Tab – Setting Up Prescriptions for Auth.	
<input type="checkbox"/> Dictionary Tab – Unable to Administer Reasons	
<input type="checkbox"/> Dictionary Tab – Maintain Providers	
<input type="checkbox"/> Report Tab – Running a Report	
<input type="checkbox"/> Creating Authorization Requests	
<input type="checkbox"/> Reviewing Authorization Requests	
<input type="checkbox"/> Reviewing a Log	
<input type="checkbox"/> Report Tab – Monthly Statistical Reports	
<input type="checkbox"/> <i>Optional Lesson</i>	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HSA/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_