

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.

Lesson Name		Notes
<input type="checkbox"/>	Introduction to Fast Track Electronic Learning	
<input type="checkbox"/>	Introduction to the Spark Desktop	
<input type="checkbox"/>	Tasks with Dictation	
<input type="checkbox"/>	Tasks with Signed Forms	
<input type="checkbox"/>	Creating a New Prescription	
<input type="checkbox"/>	Common Orders	
<input type="checkbox"/>	System Column – Search Contacts	
<input type="checkbox"/>	Viewing the Patient Chart	
<input type="checkbox"/>	MAR – Accessing the MAR	
<input type="checkbox"/>	MAR – Administering a STAT Dose	
<input type="checkbox"/>	Viewing the Patient’s Timeline	
<input type="checkbox"/>	System Column – Viewing the System Timeline	
<input type="checkbox"/>	CorrecTek Spark – Changing the Password	
<input type="checkbox"/>	CorrecTek Spark – Technical Support	
<input type="checkbox"/>	<i>Optional Lessons</i>	

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

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