

Dear Doctor,

Please read the entire email before attempting to log on or take the courses.

Welcome to Maimonides. You should be able to easily log on to the courses from any PC, MAC, Tablet or Smartphone from any location with wifi or good cellular connectivity. You will also receive an email from **HS Alerts** that will detail the courses you are required to complete and contain a link to the website. **Please wait until Academic Affairs informs you your account has been created before attempting to log into the system.**

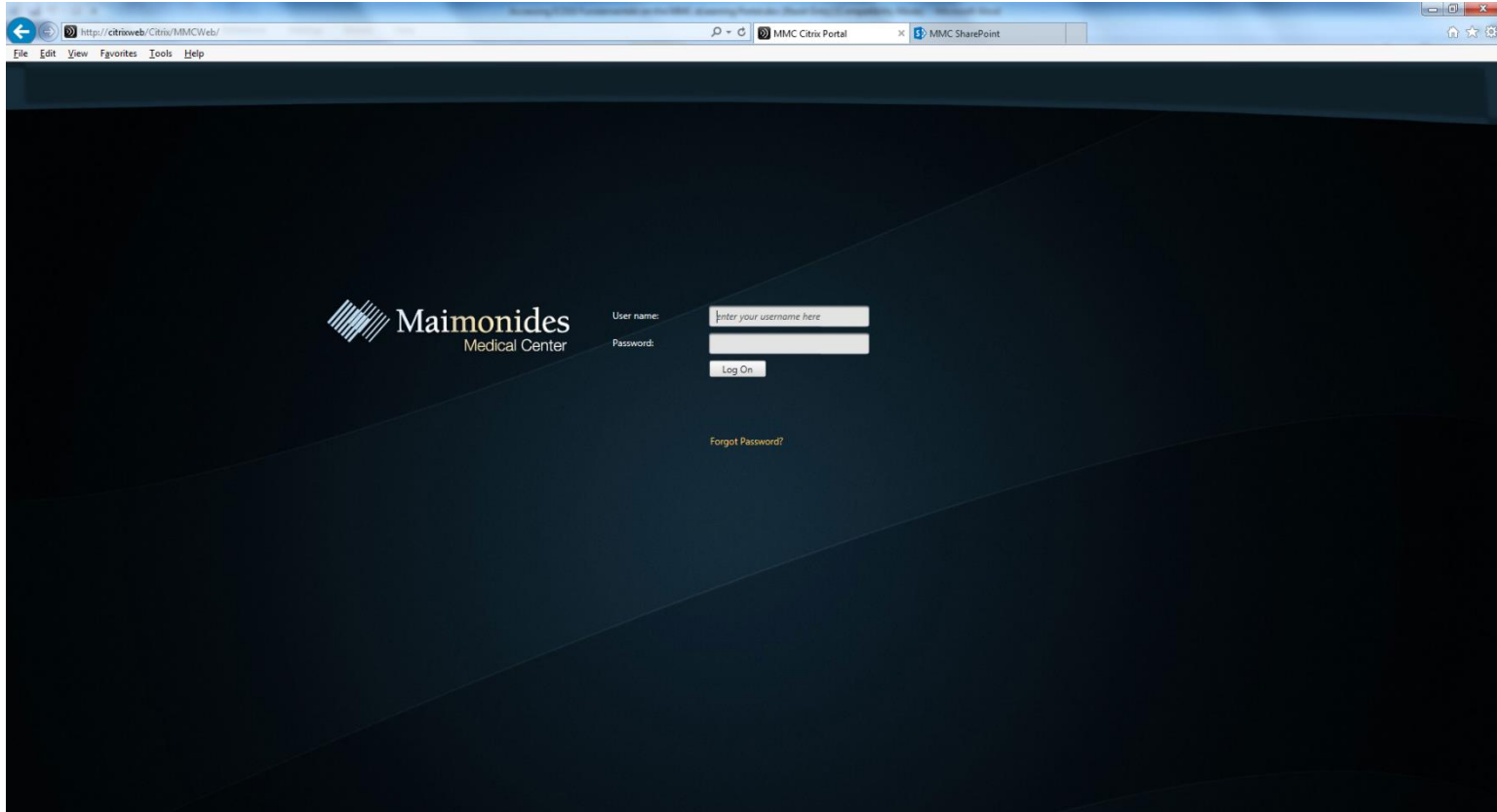
To access the site please follow the link below or in the **HS Alerts** email. (You shouldn't type it in because it is very lengthy as you will note when you scroll your mouse over it), www.healthstream.com/hlc/maimonidesmedical

Once you log in you will be brought to a "to do" page that will detail the courses you are required to complete. You will complete the modules assigned to you and send the **ONE completion certificate** at the end when you attest to completing all of the modules and quizzes. You cannot skip ahead, and must complete each module in order to get to the next one. Please see below for the screen shot of the modules.

Please note, an additional module was added this year for proper PPE training due to the COVID Crisis. Please also complete this module and send the completion certificate.

From an External Workstation (Home):

Open the Internet Explorer and type: <https://mmcsharepoint.maimonidesmed.org>
Log into the site by typing: MMCACTDOM\username and your password in the provided fields.




The intranet page will come up- select the second tab for MMC Sharepoint:

The screenshot shows a web browser window with the address bar displaying <http://intranet.mmc/Main/Home.aspx>. The browser has three tabs open: "CFMG®", "Transcript for CDC Media Tele...", and "Intranet Home | Intranet". The "MMC SharePoint" tab is highlighted with a red rectangle. Below the browser window, the Maimonides Medical Center intranet homepage is visible. The page features a search bar, a navigation menu with links for Home, General Information, Human Resources, News & Events, Departments, and Documents & Po. There are also sections for Fast Access (CITRIX WEB, MD-REPORTS), In the Spotlight (Chinese New Year Celebration- The Year of the Rat), and Upcoming Events (Chinese New Year Celebration- The Year of the Rat).

Then Select Healthstreams Learning Platform:

The screenshot shows a web portal interface with a dark navigation bar at the top containing the following items: Applications, Web Mail, E-Learning Portal, On Call Directory, MMC Meaningful Use, MMC User Guides, and SCM/ SCA Online Request. Below this, a dropdown menu for 'Medical Informatics' is open, showing 'Enterprise Reporting'. The main content area is titled 'MMCPORTAL' and features a grid of service tiles: 'Download Citrix Client Software' (with Citrix logo), 'Download Additional Software' (with Norton, OneDrive, and TeamViewer logos), 'Web Links' (with a list of links including Information Security Newsletter, Security Smart, New Radiology VPN Profile!, Taylor Downtime Forms, MMC Enterprise Data Warehouse, Engineering Service Request, MMC Secure FTP Instructions, Maimonides Branded Templates, MMC Account Management, and Audiotlog Interaction Review), 'Reference Guides' (with a PDF icon), and 'GA Degenshein Library' (with a bookshelf image). On the right side, there is a large banner for 'HealthStream Learning Platform' and 'HealthStream RQI (Resuscitation Quality Improvement)', both highlighted with red boxes. Below the banner is the 'MMC Secure FTP' logo and the 'globe balsaCAPE' logo. A vertical sidebar on the left contains a list of menu items: 'c Affairs', 'research', 'ry', 'gy', 'ntation Program', 'nce', 'ent of iology Pain ment, and ative', and 'ent of'.

You will sign in with your **Maimonides Username (without the Maimonidesmed.org)** as your **username** and your password will be the **password** that you have already set up with MIS when you accepted your account.



Sign In Instructions

User ID

Password [Reminder](#) [Reset](#)

Sign In

When you are in the system, you will see your “**To Do list**”. These are the modules you must complete. You will get a certificate with each module, we do **NOT** need a certificate for each module, **just the LAST certificate you receive after you attest to completing all of the modules.**

The screenshot shows the user interface for the Maimonides Medical Center. At the top left is the logo for Maimonides Medical Center. At the top right, the user's name 'Jennifer Hughes' and affiliation 'Maimonides Medical Center' are displayed, along with a 'Logout' link. Below the header is a navigation bar with options: 'To Do', 'Completed', 'Profile', 'Catalog', 'Help', and a 'Take a Tour' button. The main content area is titled 'My To-Do List' and shows 'TOTAL TASKS: 1'. Underneath, there are filter buttons for 'All Tasks' (with a count of 1) and 'Assigned Learning' (with a count of 1). A single task is listed: 'Academic Affairs New Hire Orientation', which is categorized as 'CURRICULUM' and has a 'STATUS: Assigned'. The task is due on 'Jun 30, 2018' and has a 'Start' button next to it.

Select [Start](#) and all of your courses will load.



To Do

Completed

Profile ▾

Catalog

Help

 Take a Tour

My To-Do List

TOTAL TASKS: 1

Show:

All Tasks **1**

Assigned Learning **1**

Academic Affairs New Hire Orientation

CURRICULUM STATUS: Assigned

Due: Jun 30, 2018

Start



Academic Affairs New Hire Orientation

CURRICULUM

DUE: Jun 30, 2018

Courses Overview

Courses *in this Curriculum*

Academic Affairs Emergency Management

COURSE STATUS: Completed



Show additional information ▾

Academic Affairs - Fatigue

COURSE STATUS: Not Yet Started

Start

Show additional information ▾

Academic Affairs Code of Mutual Respect

COURSE STATUS: Not Yet Started

Preview Course

Show additional information ▾

Academic Affairs ICD 10

COURSE STATUS: Not Yet Started

Preview Course

Show additional information ▾

Academic Affairs- CAUTI

COURSE STATUS: Not Yet Started

Preview Course

Show additional information ▾

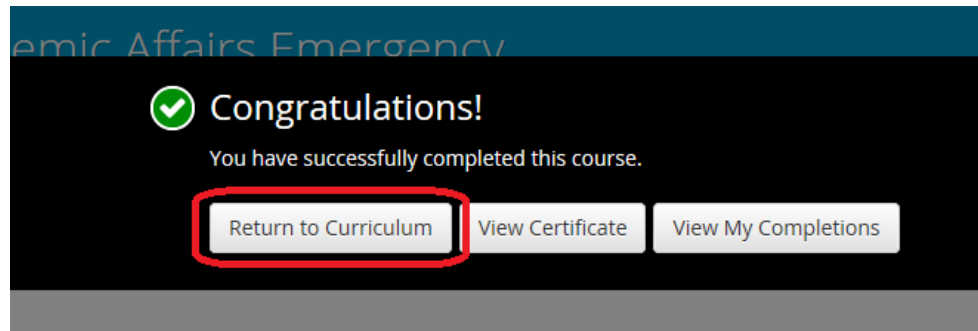
Academic Affairs Joint Commission

COURSE STATUS: Not Yet Started

Preview Course

Show additional information ▾

After you complete the video, presentations, and complete a quiz- [select return to curriculum](#) to return to the list of modules:



COURSES *in this Curriculum*

| | |
|---|--------------------------------|
| Academic Affairs Emergency Management COURSE STATUS: Completed Show additional information ▾ | |
| Academic Affairs - Fatigue COURSE STATUS: Not Yet Started Show additional information ▾ | Start |
| Academic Affairs Code of Mutual Respect COURSE STATUS: Not Yet Started Show additional information ▾ | Preview Course |
| Academic Affairs ICD 10 COURSE STATUS: Not Yet Started Show additional information ▾ | Preview Course |
| Academic Affairs- CAUTI COURSE STATUS: Not Yet Started Show additional information ▾ | Preview Course |
| Academic Affairs Joint Commission COURSE STATUS: Not Yet Started Show additional information ▾ | Preview Course |