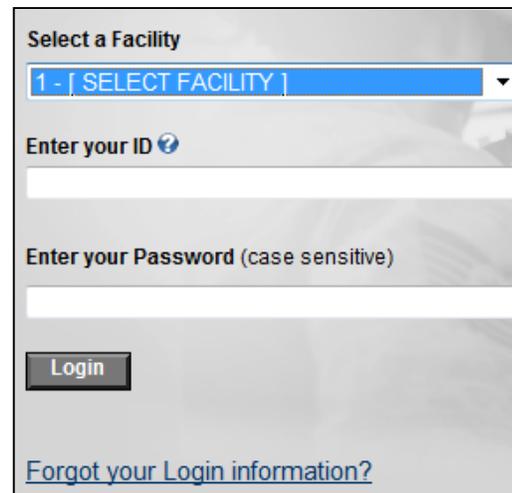


VA Health Informatics Course Instructions

1. Log in at airforce.swankhealth.com

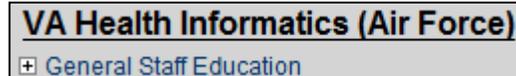
- Select your facility
- Enter your ID
- Enter your Password
- Click the **Login** button

If you have forgotten your login information, click the “Forgot your Login Information?” button



2. Locate the Courses

- Click the **Course List** tab
- Locate **VA Health Informatics (Air Force)**
- Click the **General Staff Education** link



3. Select a Course

- Click the **View Course** link of the course you wish to view (Note: The course shown in the example differs from the courses available in the library).

VA Health Informatics			
[-] General Staff Education			
Course Name	Expiration Date	Course Number	Credits
A General Introduction to the Art and Practice of Clinical Decision Support	4/1/2017	003	0.00 View Course
Acquiring a New Clinical Information System: First Step	4/1/2017	025	0.00 View Course

- Click the **View Module** link

A General Introduction to the Art and Practice of Clinical Decision Support	
Course # 003	
Course Modules	
Name	Instructor
Course Module	VA Informatics View Module

- Click the **Click here to view** link

Materials		For viewing technical assistance, click here
Course Link	A General Introduction to the Art and Practice of	Click here to view
Test Name		
	A General Introduction to the Art and Practice of Clinical Decision Support	Test

For more information, contact your Education & Training Office or Swank HealthCare at 1-800-950-4248.



- Click the **Next** button inside the course to navigate through the slides.
- Select the viewing option from the Viewing Format Selection slide:
 - **Single Slide Mode** or **Section Mode**: View the videos and receive a checkmark for each topic after the videos play until the end.
 - **Download Presentation Mode**: Download the manuscript and read the course.

Viewing Format Selection

Help Page
 Each viewing format has its own Help page. The Help button is located at the bottom left of the viewing screen. Additional information about other features can be accessed from this Help page by selecting the Help button. This page provides help information; i.e.:

- System Requirements
- User Interface
- Interactive Features
- Course Contact Information

Resources Page: Additional Resource Material
 The Resource button located next to the Help button at the bottom left of the viewing screen allows you to access additional reading and resource material, including a brief biography of the presenter, references, and supplemental reading material when included by the course faculty.

Select a Viewing Format
 When you are ready, select the viewing format below to begin and complete your courseware:

Single Slide Mode
Section Mode
Download Presentation Narrative

- Click **Exit** to confirm that you wish to exit the course. The course will save your progress.

5. Take the Test

- Click the **Test** link from the course page. A score of 80% is required to pass.

Materials For viewing technical assistance, [click here](#)

	Course Link	A General Introduction to the Art and Practice of	Click here to view	
Test Name				
		A General Introduction to the Art and Practice of Clinical Decision Support	Test	

6. Print your Certificate

- Click the **View Certificate** link on the Program Test History page.

	Date	Required	Score
A General Introduction to the Art and Practice of Clinical Decision Support - Test	3/24/2014	80%	100%

[View Certificate](#)

- The certificate is also saved under the **My Completed Courses** tab for future reference.

VA Health Informatics

Course Name	Status	Due Date	Completed On	Course #	Credits
A General Introduction to the Art and Practice of Clinical Decision Support	Completed	3/24/2014	003	0.00	View Certificate