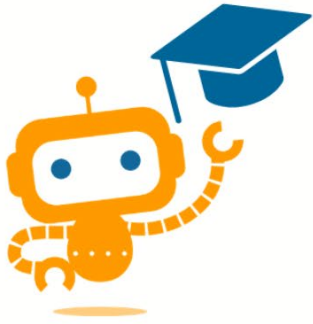


MD-Staff ACADEMY



Version	Date	Author	Changes
1	6/27/2023	Dione Harjo	N/A
1.1	7/31/2023	Christel Svingen	Updated training course names
1.2	8/7/2023	Christel Svingen & Dione Harjo	Updated instructions

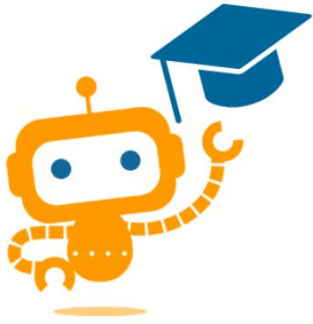
MD-Staff Webinar Initial Training	<p>The IHSD1 User Name and password is used to access MD Staff. System needs to be accessed within thirty days every month to keep active.</p> <p>URL: https://mds.ihs.gov/mdstaff</p>	
Area:	Facility:	
Name:		
D1 Username:		
Credentials:		
Title:		
Telephone:		
Fax:		
IHS Email:		
Type of User Group (Credentialist, CEO, CD):		
<p>Once logged on to MD-Staff go to Help > Help Center > MD-Staff Academy and Live Webinars to register. Please reach out to ASM, 1-800-736-7276 or support@mdstaff.com if you have issues.</p>		
<p>Please enter the dates you took the training course, add the certificates into one PDF, and submit to the national Credentialing Lead.</p>		
<p><u>Clinical Directors, Quality Managers, and Chief Medical Officers</u> that are NOT performing credentialing specialist duties only need to complete the top portion of this form to request MD-Staff access. They do NOT need to complete the below trainings.</p>		
Training Course Names to Complete		Date Training Completed
Basics	<ol style="list-style-type: none"> MD-Staff Basics Credentialing in MD-Staff Part 1 Credentialing in MD-Staff Part 2 Navigating the Help Center 	
Setup Courses	<ol style="list-style-type: none"> Credentialing Process Setup Part 1 Credentialing Process Setup Part 2 Provider Communications Setup Checklist Setup 	



MD-Staff ACADEMY



Workflow	<ol style="list-style-type: none"> 1. Credentialing in MD-Staff Part 1 2. Credentialing in MD-Staff Part 2 3. MD-Staff Basics 4. Managing and Monitoring Licenses and Credentials 5. Privileging in MD-Staff 6. Reports and Ad-Hoc Query 7. Processing Initial Appointments 8. Processing Reappointments 9. MD-Query 10. Workflow Wednesday – Managing Expirables 	
MD-Staff Courses	<ol style="list-style-type: none"> 1. Aiva Credentialing Setup and Administration 2. Provider Communications Setup 3. Provider Communications 4. Checklist Setup 5. Demographic and Reference Merge 6. MD-Staff Publishing Provider Appointments and Privileges Webinar 7. MD-Staff Verifications 8. MD-Staff Productivity Metrics 	
MD-App	<ol style="list-style-type: none"> 1. Application Setup - Complete the following under "Curriculum:" <ol style="list-style-type: none"> a. Application Template and Steps (note that application templates are global, already set up, OMB approved, and should NOT be adjusted.) b. Documents c. Email d. Sending Applications 	
VComm	<ol style="list-style-type: none"> 1. Virtual Committee 4 2. MD-Staff and Virtual Committee 	
E>Priv	<ol style="list-style-type: none"> 1. E>Priv 	



MD-Staff ACADEMY



In addition to the training I have completed above, I confirm that I have received instruction and training and I understand the following:

2. the use of the "Add an Affiliation" application method for all application types for the purpose of not creating duplicate providers in the system;
3. the importance and differences between facility and global levels and not creating, modifying and/or deleting global message templates;
4. the importance of using only the OMB approved applications in the system and not creating, modifying and/or deleting any of the applications in the system.

Signature: _____ Date: _____

As the trainee's trainer and/or supervisor, I confirm that I have provided instruction and training on the three items listed above and confirm that the trainee understands and had all their questions regarding these three items answered.

Print Name: _____

Signature: _____ Date: _____