

# eMedNY



## TRAINING PAGE HELP

[www.emedny.org/training](http://www.emedny.org/training)

### Overview:

The document outlines the basic features and components of the provider training page on emedny.org in order to aid users with interacting with the schedule and helping them easily find what they are looking for.

### Features and Improvements:

- ✓ Quicker Load time for page load, data display and filter/search results
- ✓ Multiple Views of the training sessions
  - Calendar
  - Table
  - Print
- ✓ In-Person Seminars and Webinars are easily distinguishable
  - (webinars are  and seminars are )
- ✓ Course description displays when course is clicked on
- ✓ Address and Map is displayed when location (if in-person seminar) is clicked on
- ✓ Filter webinars and seminars with ease
  - filter results by location and/or category
  - filter applied in all views (calendar, table and print)
  - shows all sessions when nothing is selected (good for reset)
- ✓ Registering is cleanly displayed and registration page for sessions are stylized for easy viewing. Users will not be able to register for previous sessions from current date
- ✓ Overall look and layout have been improved aesthetically throughout all sections to make it easier to view and easier to use

### The Page Overview:

When you go to [www.emedny.org/training](http://www.emedny.org/training) (or click on the training tab), ALL the sessions and webinars will be displayed in a calendar view for the current month. The screenshot on the following page outlines the various components on the page and a brief overview. For more details, please review the sections pertaining to each of them.

## Training for Providers

Use the calendar below to find training that is appropriate for your area of interest and location. You can view the sessions and webinars in a table view by click on the table icon below under "views." To print, click on the printer icon. For additional help, please [contact us](#).

NEW WEB TRAINING AVAILABLE - In the drop down for All Regions select WEBINAR to register for online training which can be taken from any location.

### Filter Search

To filter the results shown in either the calendar or table view, select options from one or both of the drop down menus below and click the "search" button.

Type of Service: ePACES

Region: All Regions

SEARCH

### Webinar Information:

Once registered for a webinar, you should receive an email confirmation at sometime prior to the meeting. You will want to save the confirmation email as it has a link to get you to the web portion of the meeting at the scheduled date and time.

After you click on the link and sign in, WebEx will ask you to enter your telephone number and the system will instantly call you so that you may join the audio part of the meeting. Be advised if this is the first time you have ever joined a WebEx meeting, you may be prompted to download free software.

### FILTER/SEARCH:

Select Type of Service/Category AND/OR Region and then click the "search" button. You can switch between all views and the results will be shown in all.

### LEGEND:

Seminars are in an Orange color and Webinars are in Royal Blue

### TRAINING

The seminars and webinars are displayed with the title of the course (if clicked on, the course description will appear), the time, the location (if it is an in-person seminar) and a Register button

### VIEWS




Calendar View - Table View - Print View

Click on the icon to display the view

### SESSIONS

If the training is an in-person seminar, it will be orange in color and the location is shown with a map icon and city/region. If clicked, the address and map will be shown.

SESSIONS WEBINARS

Views:   

April 2013				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11 ePACES for Pharmacy DME 10:00am-12:00pm <a href="#">REGISTER</a>	12
15	16	17 ePACES for Free-Standing and Hospital-Based Clinics 10:30am-12:30pm <a href="#">REGISTER</a>	18	19
22 ePACES for DME 9:30am-11:30am <a href="#">REGISTER</a> ePACES for Transportation 1:30pm-3:30pm <a href="#">REGISTER</a>	23 ePACES for Professional 10:30am-12:30pm <a href="#">REGISTER</a>	24 ePACES for Professional 10:30am-12:30pm <a href="#">REGISTER</a> ePACES for Institutional 1:30pm-3:30pm <a href="#">REGISTER</a>	25 ePACES for Dental 9:30am-11:30am <a href="#">REGISTER</a>	26
29 ePACES for Nursing Home 9:30am-11:30am <a href="#">REGISTER</a>	30 ePACES for Professional 9:30am-11:30am <a href="#">REGISTER</a> ePACES for Transportation 1:30pm-3:30pm <a href="#">REGISTER</a>	1 ePACES for Professional 9:30am-11:30am <a href="#">REGISTER</a>	2	3
6	7	8	9	10



NEW YORK STATE DEPARTMENT OF HEALTH

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This website is provided as a service for providers and the general public, as part of the offerings of the electronic Medicaid system of New York State. You'll be able to find helpful manuals and reference material, and get answers to questions about New York Medicaid. The site is updated regularly to meet the ever-growing needs of the New York State provider community. If you need help finding what you're looking for, please visit our Site Map, use the search above, or you can contact us directly for assistance.

HOME  
GLOSSARY  
PRIVACY POLICY  
SITE MAP  
SELF HELP  
CONTACT US

EPACES LOGIN  
EXCHANGE LOGIN



## The CALENDAR View:

- ✓ displays easy to use month-by-month view
- ✓ previous and next buttons
- ✓ weekends have been removed
- ✓ current date is highlighted in green
- ✓ the previous and next month days have been greyed out for easy viewing

April 2013				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11 ePACES for Pharmacy DME 10:00am-12:00pm REGISTER	12
15	16 New Provider/New Biller 9:30am-11:30am REGISTER	17 ePACES for Free-Standing and Hospital-Based Clinics 10:30am-12:30pm REGISTER	18	19 EFT, Electronic and PDF Remit Application Completion 9:30am-11:30am REGISTER
22 New Provider/New Biller 1:30pm-3:30pm REGISTER	23 ePACES for DME 9:30am-11:30am REGISTER	24 ePACES for Professional 10:30am-12:30pm REGISTER	25 ePACES for Dental 9:30am-11:30am REGISTER	26
29 EFT, Electronic and PDF Remit Application Completion 9:30am-11:30am REGISTER	30 ePACES for Nursing Home 9:30am-11:30am REGISTER	1 ePACES for Transportation 1:30pm-3:30pm REGISTER	2	3
6	7	8 ePACES for Professional 10:30am-12:30pm REGISTER	9	10



## The TABLE View:

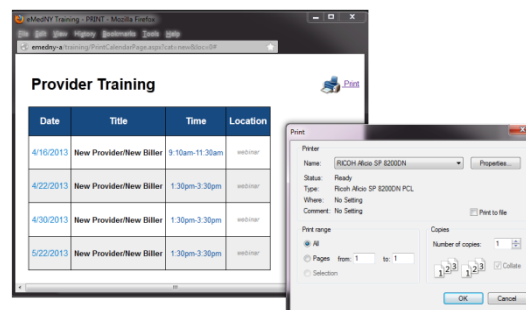
- ✓ lists sessions in chronological order
- ✓ table is formatted and styled for easy viewing

Date	Title	Time	Location	Register
4/11/2013	ePACES for Pharmacy DME	10:00am-12:00pm	webinar	REGISTER
4/16/2013	New Provider/New Biller	9:30am-11:30am	webinar	REGISTER
4/17/2013	ePACES for Free-Standing and Hospital-Based Clinics	10:30am-12:30pm	webinar	REGISTER
4/19/2013	EFT, Electronic and PDF Remit Application Completion	9:30am-11:30am	webinar	REGISTER
4/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	REGISTER
4/23/2013	ePACES for DME	9:30am-11:30am	webinar	REGISTER
4/23/2013	ePACES for Transportation	1:30pm-3:30pm	webinar	REGISTER
4/24/2013	ePACES for Professional	10:30am-12:30pm	webinar	REGISTER
4/24/2013	ePACES for Institutional	1:30pm-3:30pm	webinar	REGISTER
4/25/2013	ePACES for Dental	9:30am-11:30am	webinar	REGISTER
4/29/2013	EFT, Electronic and PDF Remit Application Completion	9:30am-11:30am	webinar	REGISTER
4/30/2013	ePACES for Nursing Home	9:30am-11:30am	webinar	REGISTER
4/30/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	REGISTER
5/1/2013	ePACES for Professional	9:30am-11:30am	Webinar	REGISTER



## The PRINT View:

- ✓ formatted to print on 8.5x11 paper
- ✓ print window pops up on page load
- ✓ basic table view



## Filtering / Searching:

The orange box in the center of the page is used to filter the sessions for easier viewing/planning. You can filter by type of service (or category), by location/region, or by both. Just select your choice from either or both drop down menus and click the “search” button. Whatever current view (calendar, table) you are viewing, will display the results. You can then switch views at anytime with the same filter applied. To reset it back to show all the sessions/webinars, select “All Services” from Type of Service drop down list AND “All Regions” from Region drop down box. Below shows screenshots of an example of how you can use the filter search box.

**Filter Search**  
To filter the results shown in either the calendar or table view, select options from one or both of the drop down menus below and click the “search” button.

Type of Service: New Provider    Region: All Regions    **SEARCH**

SESSIONS    WEBINARS    Views: [Table] [Calendar] [Print]

Date	Title	Time	Location	Register
4/16/2013	New Provider/New Biller	9:10am-11:30am	webinar	<b>REGISTER</b>
4/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>
4/30/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>
5/1/2013	New Provider/New Biller	1:30pm-3:30pm	Utica	<b>REGISTER</b>
5/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>
6/5/2013	New Provider/New Biller	9:30am-11:30am	Poughkeepsie	<b>REGISTER</b>

Filtering by “New Provider” for the drop down list for type of service, viewing it in the table view.

**Filter Search**  
To filter the results shown in either the calendar or table view, select options from one or both of the drop down menus below and click the “search” button.

Type of Service: New Provider    Region: Webinar    **SEARCH**

SESSIONS    WEBINARS    Views: [Table] [Calendar] [Print]

Date	Title	Time	Location	Register
4/16/2013	New Provider/New Biller	9:10am-11:30am	webinar	<b>REGISTER</b>
4/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>
4/30/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>
5/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar	<b>REGISTER</b>

Filtering it more by selecting “webinar” in region drop down list, viewing it in the table view.

Provider Training

Date	Title	Time	Location
4/16/2013	New Provider/New Biller	9:10am-11:30am	webinar
4/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar
4/30/2013	New Provider/New Biller	1:30pm-3:30pm	webinar
5/22/2013	New Provider/New Biller	1:30pm-3:30pm	webinar

Print

Name: RCDH Micro SP R2000N    Properties...

Status: Ready

Type: Ricoh Aficio SP R2000N PCL

Where: No Setting

Comment: No Setting

Print range: All    Pages: from 1 to 1    Copies: Number of copies: 1    Print to file

OK    Cancel

Clicked on “Print View” icon. Brings up print menu and table of filtered data.

**Filter Search**  
To filter the results shown in either the calendar or table view, select options from one or both of the drop down menus below and click the “search” button.

Type of Service: New Provider    Region: Webinar    **SEARCH**

SESSIONS    WEBINARS    Views: [Table] [Calendar] [Print]

April 2013

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16 New Provider/New Biller 9:10am-11:30am <b>REGISTER</b>	17	18	19
22 New Provider/New Biller 1:30pm-3:30pm <b>REGISTER</b>	23	24	25	26
29 New Provider/New Biller 1:30pm-3:30pm <b>REGISTER</b>	30	1	2	3
6	7	8	9	10

Clicked on “Calendar View” to view same filter results in calendar.





## Registering:

Registering for seminars and webinars is easy with just a click away.

### WEBINARS

For webinar registration, when you click on the “register” button, you will be directed to an online registration form. After filling out the form, you will receive a confirmation email that also contains the link to access the webinar at the scheduled date and time. After you click on the link and sign in, WebEx will ask you to enter your telephone number and the system will instantly call you so that you may join the audio part of the meeting. Be advised if this is the first time you have ever joined a WebEx meeting, you may be prompted to download free software.

### SEMINARS

For seminar registration, when you click on the “register” button, a registration page will open with the details of the session along with a form to fill out. After filling out that form you will receive a confirmation email and be registered for that session. Please make sure you arrive 5-10 min. prior to the start time.

## Questions?

Please call us at: **1-800-343-9000**