

Elsevier Performance Manager Quick Reference Guide

Elsevier is the world's leading health sciences publisher, bringing a wealth of technology and content expertise to today's human services organizations. This guide:

- Gives you step-by-step help to access the Elsevier Performance Manager.
- Explains how to select a course.
- Explains how to review your educational transcript.
- Provides contact information if you need help.

Accessing the Elsevier Performance Manager

Elsevier can be accessed:

- Directly at <http://tinyurl.com/ElsevierLogin> or <https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=Anthem&forcelogin=true>.
- From our provider website at <http://www.anthem.com/inmedicaiddoc> > Provider Support > Anthem Indiana Medicaid Academy > Elsevier Performance Manager.

Logging into Elsevier

Login information:

- Prior to logging into Elsevier, all providers must be registered. You can register through your agency administrator at indianamedicaidacademy@anthem.com. Once registered, your credentials will be as follows:
 - **Login:** Username — this will be the first letter of your first name and full last name.
 - **Password:** Your initial password will be *hello* (all lowercase). You will be instructed to immediately create a unique password for your account.



* Elsevier is an independent company providing computer-based curricula on behalf of Anthem Blue Cross and Blue Shield.

www.anthem.com/inmedicaiddoc

Anthem Blue Cross and Blue Shield is the trade name of Anthem Insurance Companies, Inc., independent licensee of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

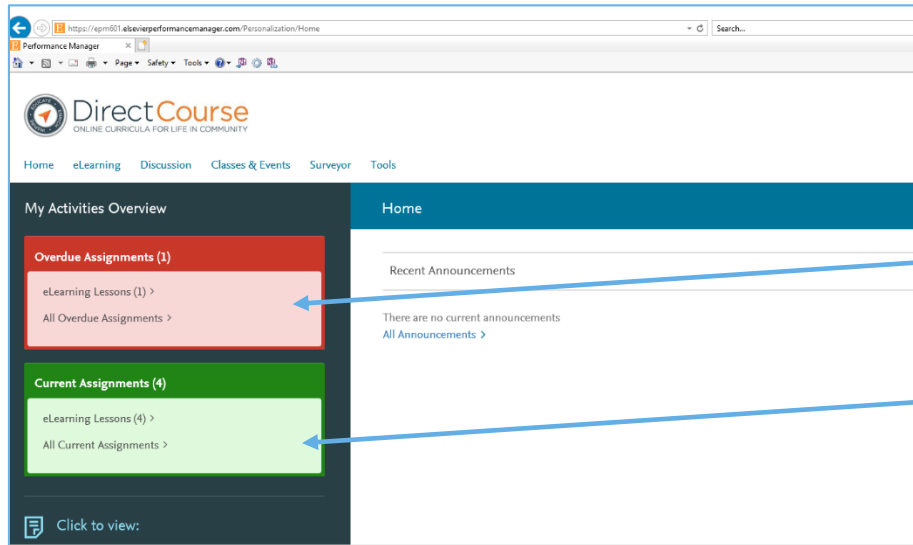
Providers who are contracted with Anthem Blue Cross and Blue Shield to serve Hoosier Healthwise, Healthy Indiana Plan and Hoosier Care Connect through an accountable care organization (ACO), participating medical group (PMG) or Independent Physician Association (IPA) are to follow guidelines and practices of the group. This includes but is not limited to authorization, covered benefits and services, and claims submittal. If you have questions, please contact your group administrator or your Anthem network representative.

Resetting your password

If you forget your password, please contact your agency administrator at indianamedicaidacademy@anthem.com.

Accessing assigned training

On the *Home* page, you will see *My Activities Overview*. These will be the courses that are currently assigned to you. The items in the green box are current course assignments. If you have assigned courses that are past due, a red box will appear with the past due courses.



Assigned — past due assignments

Assigned — current assignments

To begin an assigned course, select the **eLearning Lessons** in either the green or red box. The list of the individual courses will appear. Select the course name to start the course.

Assigned Items

Assigned Items | eLearning Self Enroll

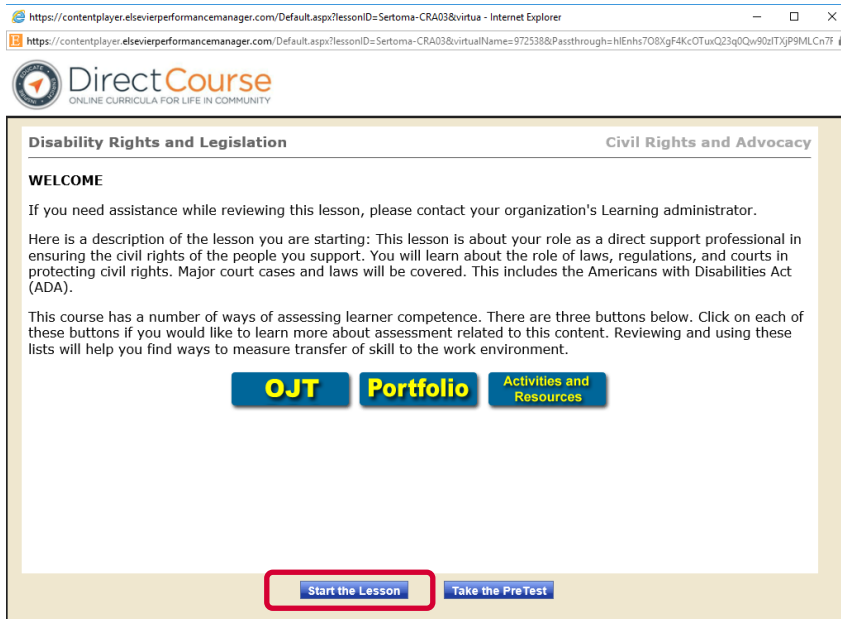
show module name

You Are Viewing Current eLearning Lessons.

Available Filters: Current | eLearning Lessons | Select

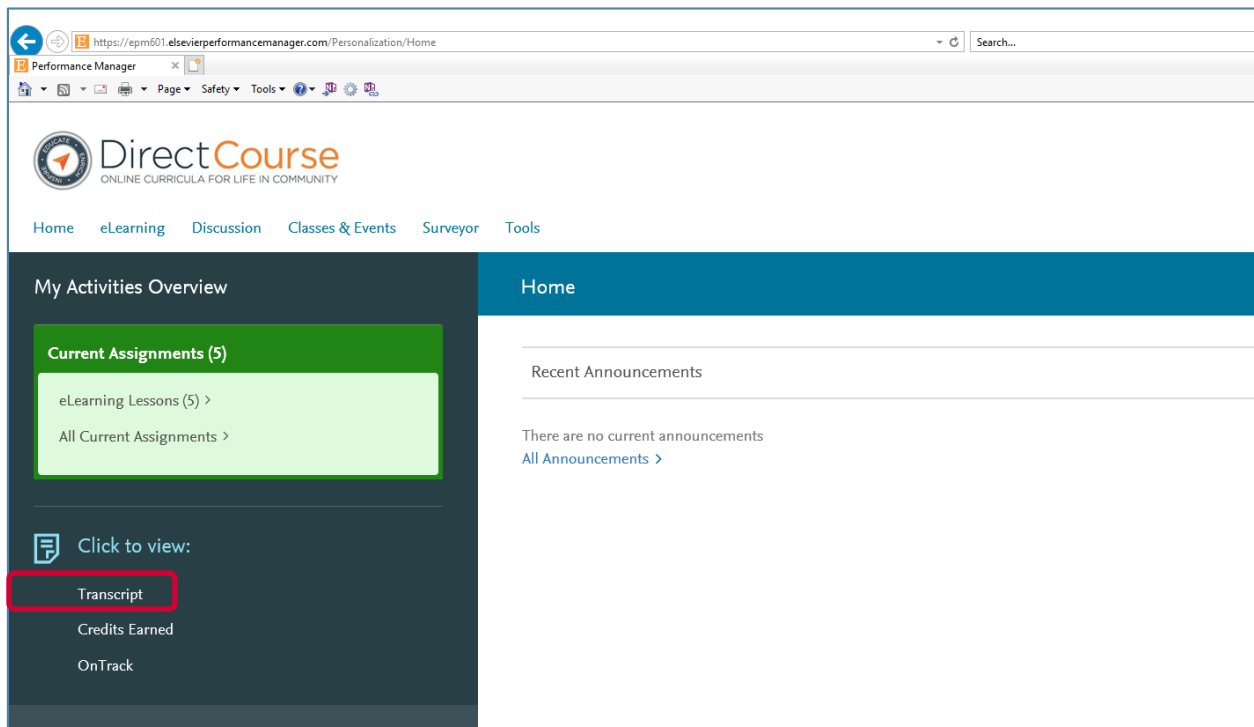
Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Module	Program Name	Assign Type	Eval
CDS: Civil Rights and Advocacy: Disability Rights and Legislation	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Introduction	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy	05/09/2019	4					CDS: Civil Rights and Advocacy	No Program Assigned	Remove	

The course will begin in a separate browser screen. Some courses offer a pretest to check your knowledge of the material prior to taking the course. This is an optional exercise. If you do not want to complete the pretest, select **Start the Lesson**.

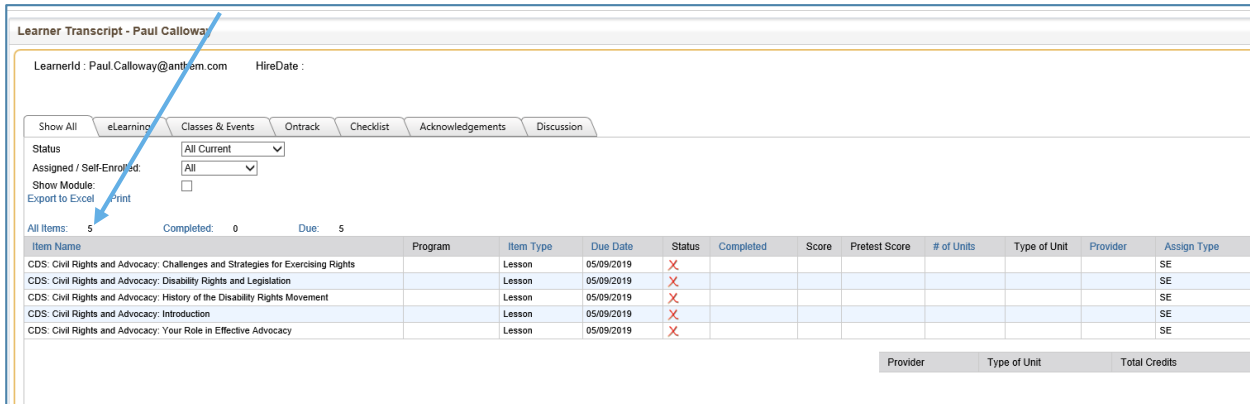


Reviewing your transcript

Once you have completed the course, the course will show as **Complete** on your transcript. You may access your training transcript from the *Home* page.



Selecting **Transcript** will bring up your *Learner Transcript*. This transcript can be printed or exported to an Excel spreadsheet.



Learner Transcript - Paul Calloway

LearnerId : Paul.Calloway@anthem.com HireDate :

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status: All Current

Assigned / Self-Enrolled: All

Show Module:

Export to Excel Print

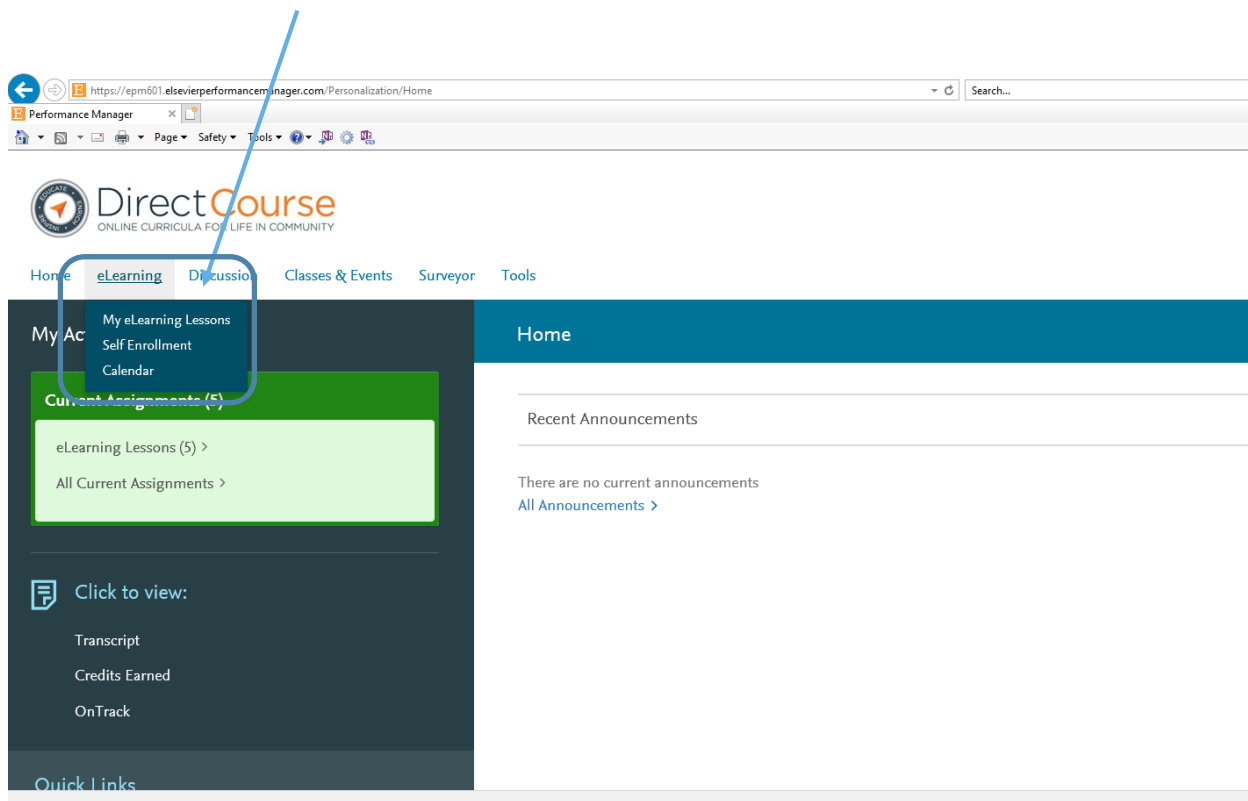
All Items: 5 Completed: 0 Due: 5

Item Name	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Civil Rights and Advocacy: Challenges and Strategies for Exercising Rights		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Disability Rights and Legislation		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Introduction		Lesson	05/09/2019	X							SE
CDS: Civil Rights and Advocacy: Your Role in Effective Advocacy		Lesson	05/09/2019	X							SE

Provider Type of Unit Total Credits

Elective self-enrollment

Elsevier offers additional courses beyond those you have been assigned. To review and select additional courses, from the *Home* page, select the **eLearning** menu. Within the menu, select the **Self Enrollment** option.



https://epm601.elsevierperformancemanager.com/Personalization/Home

Performance Manager

DirectCourse
ONLINE CURRICULA FOR LIFE IN COMMUNITY

Home eLearning Discussion Classes & Events Surveyor Tools

My Account

- My eLearning Lessons
- Self Enrollment
- Calendar

Current Assignments (5)

- eLearning Lessons (5) >
- All Current Assignments >

Click to view:

- Transcript
- Credits Earned
- OnTrack

Quick Links

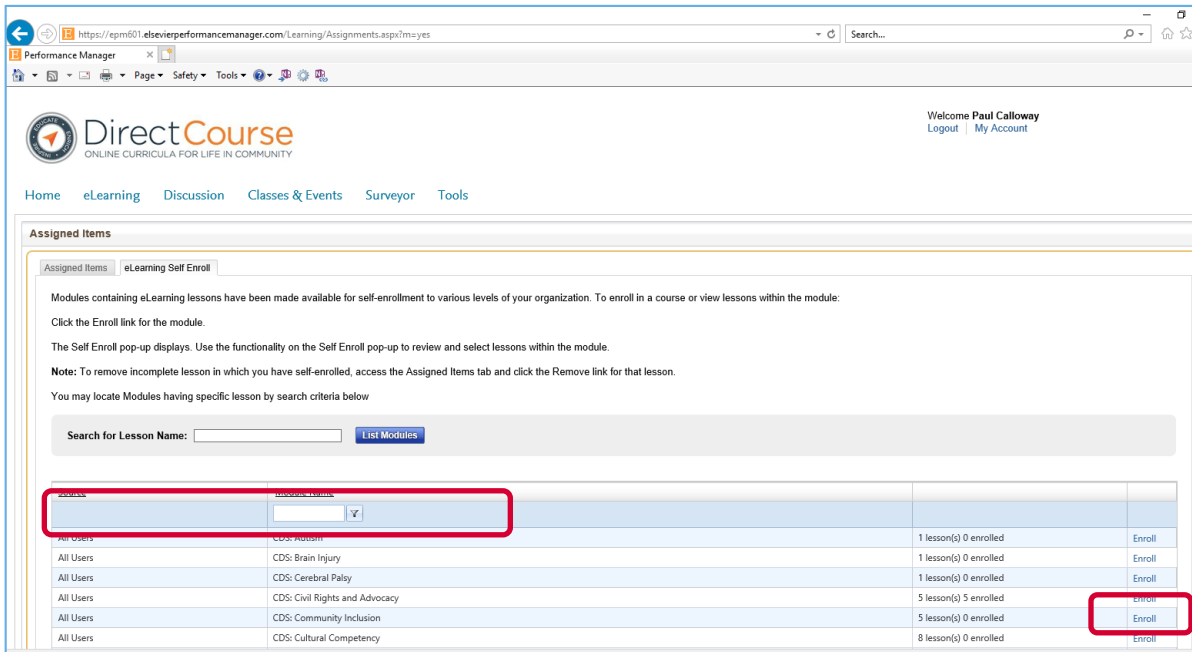
Home

Recent Announcements

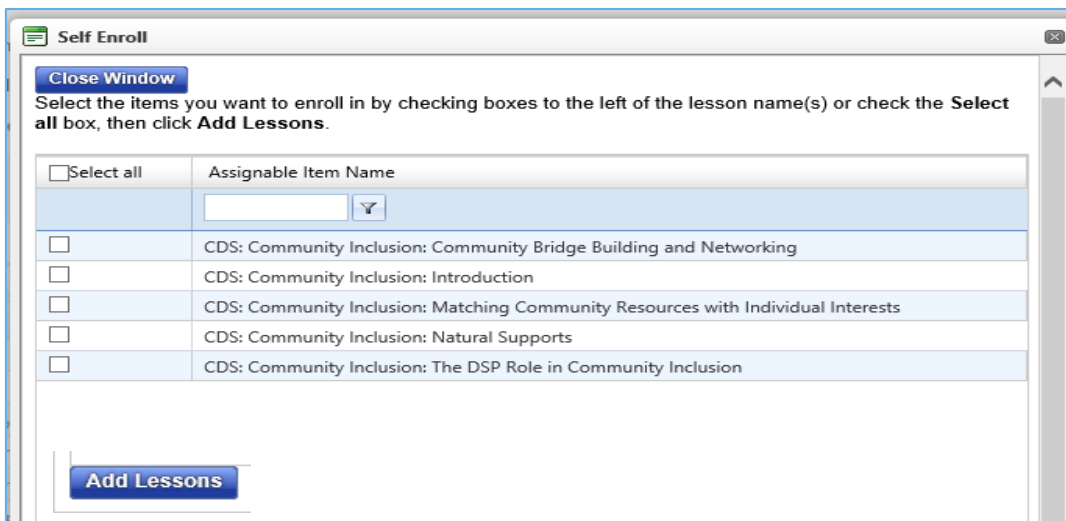
There are no current announcements

All Announcements >

The catalog of courses that are available will appear. You can directly enroll in a course, or you can use the search feature to look for specific topics and course modules. Some modules have multiple courses.



Once you select **Enroll**, a module/course selection screen will appear so you can select specific courses from each module. You may select all or select individual courses within each module. When you select **Enroll**, select the **Add Lessons** button. The courses will appear in your *Current Assignments* on the *Home* page.



If you have issues/concerns, please contact indianamedicaidacademy@anthem.com.