

# 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.

elcome to the DirectCourse login	page.
o gain access to the system you wi	II use the
earner ID and Password provided b our learning administrator. If you d	o you by lon't
now your Learner ID or Password, Ick the Forpot Password link below	please for
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his site requires Macromedia Flash, eader, and Windows Media Player.	Adobe
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	CEU's: To obtain
Login	CEU credit,
	lessons within a
Password	course with a test score of 80% or

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#### **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.

O     O	- d Sentu-	
My Activities Overview	Home	
Overdue Assignments (1) eLearning Lessons (1) > All Overdue Assignments >	Recent Announcements There are no current announcements All Announcements >	Assigned — past due assignments
Current Assignments (4) eLearning Lessons (4) > All Current Assignments > Click to view:		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										
You Are Viewing Current eLearning Lessons.				/					Show module	aname
Assigned Item	Due Date	Priority	Started	Completed	Pretest Score Date	Score Date	Module	Program Name	Assign Type	Eval
V V							Y	Y		
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 Callowa											
LearnerId : Paul.Calloway@antbem.com HireDate :			_								
Show All elearning Classes & verits Ontrack Checkist Status All Current Assigned / Self-Enrolled All Turent Show Module: Expont to Excel Print All Items: 5 Completed: 0 Due: 5	Acknowledgemer	its Discussio	n								
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
							Provid	er T;	ype 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.



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.

	.com/Learning/Assignments.aspx?m=yes	•	ර් Search		- 0 户- 命会的
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	Se			Welcome Paul Calloway Logout   My Account	
Home eLearning Discussion Cla	asses & Events Surveyor Tools				
Assigned Items					
Assigned Items eLearning Self Enroll					
Modules containing eLearning lessons have bee	en made available for self-enrollment to various levels o	f your organization. To enroll in a course or view lessons within the mo	lule:		
Click the Enroll link for the module.					
The Self Enroll pop-up displays. Use the function	nality on the Self Enroll pop-up to review and select les	ons within the module.			
Note: To romovo incomplete losson in which yo	w have solf enrolled access the Assigned Items tab an	I click the Romova link for that losson			
You may locate Modules having specific lesson	hy search criteria below	a cack the remove link for that lesson.			
For may recare modeled naming opcome recoord					
Search for Lesson Name:	List Modules				
200155					
	Y				
All OSEIS	CDS: AUGSIN	·		1 lesson(s) 0 enrolled	Enroll
All Users	CDS: Brain Injury			1 lesson(s) 0 enrolled	Enroll
All Users	CDS: Cerebral Palsy			1 lesson(s) 0 enrolled	Enroll
All Users	CDS: Civil Rights and Advocacy			5 lesson(s) 5 enrolled	Enfoli
All Users	CDS: Community Inclusion			5 lesson(s) 0 enrolled	Enroll
All Users	CDS: Cultural Competency			8 lesson(s) 0 enrolled	Enroll

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.

Select all	Assignable Item Name
	Y
	CDS: Community Inclusion: Community Bridge Building and Networking
	CDS: Community Inclusion: Introduction
	CDS: Community Inclusion: Matching Community Resources with Individual Interests
	CDS: Community Inclusion: Natural Supports
	CDS: Community Inclusion: The DSP Role in Community Inclusion

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