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:


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.

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

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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.

AINPEC-3110-21 April 2021
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.

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.
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.

**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.

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.