How to Access In-Person Educational Handouts

This training identifies how to access in-person educational handouts on the IHCA member portal.

Step 1: Visit <u>https://members.iowahealthcare.org/</u> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).







Step 2: Once logged into your IHCA profile, select the "Purchases" tab.



Step 3: Once on the purchases tab, select the "Events" tab on the left-hand side of the screen.

*	Overview	🗹 Account	II Organization:	Purchases		
0	Recent Invi Events	oices		Registered Events	Substituted Events	
1	PAC Contri	n Donation butions		[] to 5 out of 5 records]		
Ċ	Credits			NAME		REGISTRANT NAME
				NF Nurse Documentation	n Essentials	Stoulil, Megan





Step 4: Here you will view your purchased upcoming education events. Select the "**Details**" button for the education event you would like to view your purchased course's educational handouts.

Registered Events	Substituted Events									
[1 to 5 out of 5 records]										
NAME	REGISTRANT NAME	REGISTERED ON	START/END DATE	CANCELLED ON	VIEW					
NF Nurse Documentation Essentials	Stoulil, Megan	3/1/2024	Thursday, February 29, 2024 1:00 PM Thursday, February 29, 2024, 2:00 PM (CAST)		Details					
LTC Dietary On-Demand Training Series (CDM Approved)	Stoulil, Megan	5/16/2023	Friday, December 10, 2021 9:00 AM Sunday, December 31, 2023, 3:00 PM (CAST)		Details					





Step 5: Here, you will find details and handouts for your education event. To view the course education handouts, select the "**View**" button.

NF NURSE DOCUMENTATION ESSENTIALS EVENT REGISTRATION

NF Nurse Documentation Essentials

Thursday, February 29, 2024, 1:00 PM - Thursday, February 29, 2024, 2:00 PM (CAST) Registration Number: 117770

Event Attendees:

MEGAN STOULIL (ACCOUNTING)

Documents

[] to] out of] records]		
EVENT	DOCUMENTS	
NF Nurse Documentation Essentials	MDS Consultants Skilled Nursing Documentation (.pdf)	View
1		

If you have questions about the Member Portal, please email info@iowahealthcare.org.



