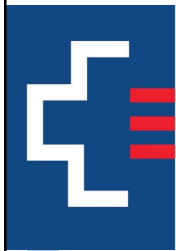


## Inova CME WEB Portal

### DOJ Tutorial

[icmes.inova.org](http://icmes.inova.org)



# INOVA™

#### Step 1:

- ◆ Log-in or if you do not have an account click [Create one now!](#) (*Log-in box can be found on the right hand side of the ICMEs home page*)

Click [Create one now!](#) To create a new account

Create one now!' and 'Forgot your Password? [Get it now!](#)'. A red arrow points from the 'Create one now!' link to the text 'Click Create one now! To create a new account'. A black arrow points from the 'SIGN IN' button to the text 'Log-in with your username and password'. A red arrow points from the 'Get it now!' link to the text 'Click Get it now! If you have forgotten your password'." data-bbox="337 648 654 798"/>

Log-in with your username and password

Click [Get it now!](#) If you have forgotten your password



Please move on to  
Step 3 if you  
already have an  
account on ICMES



**Step 2:**

- ◆ Click Create One Now and fill out all the appropriate fields

Contact information \* - indicates a required item

Prefix:

\*First Name:

\*Last Name:

\*Professional Suffix:  CWOON  DO  DPM  EMT  LCSW  
 MD  MD-retired  MPH  MSN  NP  
 PA  PA-C  PHD  RN  RNC  
 Resident  RRT  
Other:

Affiliation 1:

Title:

Affiliation 2:

Alt Title:

Address:

City:

State/Province:  /

Zipcode/Postal Code:

Country:

Phone:

\*Email:

\*Confirm Email:

Additional Information

Department:

Specialty:

Once you have filled out all the appropriate information please click save



### Step 3:

- ◆ Once you have signed in you will land on your transcript page. Click the View Available Enduring Materials tab

You have successfully signed into the system.  
Use the 'Sign Off' option to log out before leaving the site.

**My Credits**

Use this section to manage your CME credits. You can use the "View Available CME Events" to find the meeting/activity you attended. Please pay careful attention to the dates. After selecting the meeting/activity, you will fill out the evaluation and the credits will be added to your transcript. You can also view and/or print your transcripts and/or certificates. Your transcript will show the activities you have attended from the past 3 years.

**IMPORTANT:** You have 166 hours after the event to claim credit for attending a meeting. After this time, the meeting will close disappear from the listing.

[VIEW AVAILABLE CME EVENTS](#) [VIEW AVAILABLE ENDURING MATERIALS](#) [PRINT TRANSCRIPT](#)

Event	Time	Credits
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### Step 4:

- ◆ Find Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ in the list of classes and click the Add Credit button

**Add Credits**

In order to claim CME credits for the activity/meeting you attended please find it in the list below. The events are listed in order of the date it occurred. Click on the "Add Credit" to select the activity/meeting you attended. Click on the event title for more details.

3 matches found

**Wednesday, February 29, 2012**

Action	Time	Event	Type	CME Credits
<a href="#">Add Credit</a>	12:00 PM	<a href="#">Surgical Care Improvement Project (SCIP)</a>	Enduring Materials	1.00

**Monday, April 2, 2012**

Action	Time	Event	Type	CME Credits
<a href="#">Add Credit</a>	8:30 AM	<a href="#">Inova Health System EPIC Training Part 1-4</a>	Enduring Materials	1.00

**Monday, July 16, 2012**

Action	Time	Event	Type	CME Credits
<a href="#">Add Credit</a>	1:00 PM	<a href="#">Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ</a>	Enduring Materials	1.00



**Step 5:**

- ◆ Once the page loads the DOJ video will start playing. You must watch the whole video and then scroll to the bottom of the page and click the Add Credit button

**INNOVA HEALTH SYSTEM**  
Effective Communication for the Deaf and Hard of Hearing

**ADD CREDIT**

YOUTUBE FACEBOOK TWITTER  
MSV

**Step 6:**

- ◆ Check I Certify to attest that you watched the whole educational video and click Submit

**Claim Credits**

Please review the information below, confirm that it is correct. Only check the "I Certify" box if you attended this event.

\* - Indicates a required item.

Do you certify you were in attendance for the entire duration of the following event?

**Title:** Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ  
**Type:** Enduring Materials  
**Starts On:** Mon, 7/16/2012 1:00 PM

I Certify

**SUBMIT**

[This is not the event I attended.](#)

Physicians Conference Center  
3300 Gallows Rd.  
Falls Church, VA 22042

YOUTUBE FACEBOOK TWITTER  
MSV



**Step 7:**

- ◆ You will be prompted to fill out an evaluation. Once you have finished the evaluation click submit at the bottom of the page and you will be routed to the course post-test. Once you have answered all the post-test questions please click submit at the bottom of the page. **Please note you must get 80% on the quiz to receive credit.**

Event evaluation: *Providing Services for Inova's Patients and Co*

Did the activity meet your educational expectations?

How effective was the speaker(s) in teaching the topic?

What was the clinical relevance of this activity?

Was your knowledge of the subject matter increased?  
 Yes  No  
 \* If No, explain

Has this activity met your identified needs and professional practice gaps?  
 Yes  No  
 \* If No, explain

Will you make any changes to your practice based on this activity?  
 Yes  No  
 \* If Yes, please explain



The Evaluation has been completed successfully. You must complete the following before credits can be awarded.

DOJ Post-test for Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ

Deadline: Thu, 2/28/2013

\* - indicates a required item

Event evaluation: *Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ*

\*1. Title III of the Americans with Disabilities Act (ADA) requires the following:  
 Equal access to goods and services for our patients and their companions who are deaf or hard of hearing  
 The use of TTYs and TDDs  
 Effective communication  
 A and D

\*2. The Deaf or Hard of Hearing Communication Request Form  
 is given to all patients  
 Enables patients and/or companions who are deaf or hard of hearing to indicate their communication needs  
 is completed by the staff who determine the patients or companions communication needs  
 is not part of the legal medical record

\*3. NewTalk (video remote interpreting)  
 is an auxiliary aid that may be useful in communicating with patients and companions while waiting for an interpreter  
 May be a patient's or companion's primary communication choice  
 A and B  
 A ONLY

\*4. The deaf mother of an adolescent son is with her son in the Emergency Department  
 asks that she complete a Communication Request Form  
 You do not need to provide services for her because she is not the patient  
 Her needs are less important than his so you do not need to be concerned about timelines  
 Communicate with her through lip reading

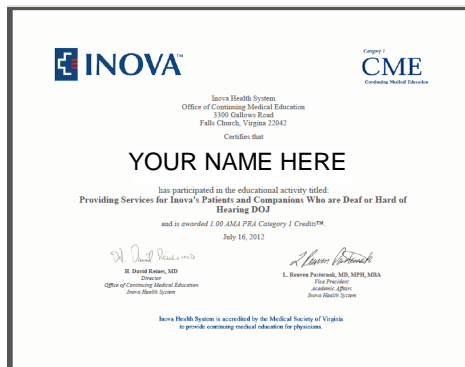
\*5. To request an ASL Interpreter, you should:  
 Fax (703) 776-3640

**Step 8:**

- ◆ Once these step are complete the class will appear on your transcript where you can print your certificate

Event	Time	Credits
Providing Services for Inova's Patients and Companions Who are Deaf or Hard of Hearing DOJ	Monday, July 16, 2012 @ 1:00	1.00 <a href="#">Print Certificate</a>

Your certificate will appear in PDF Format and you may save the document to your desktop or print it out



If you have any questions please contact:

[CME@inova.org](mailto:CME@inova.org)

