

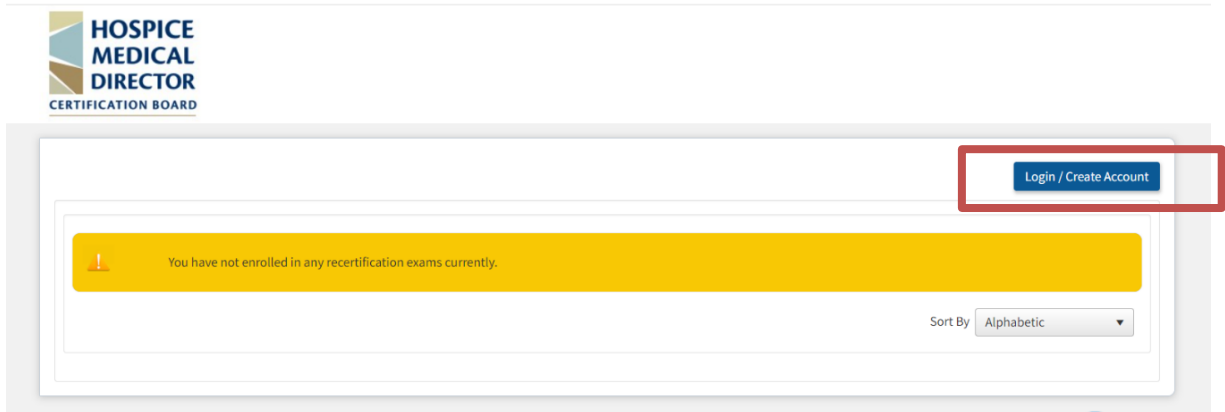
Course & Discussion Board Access User Guide HMDCB

Table of Contents

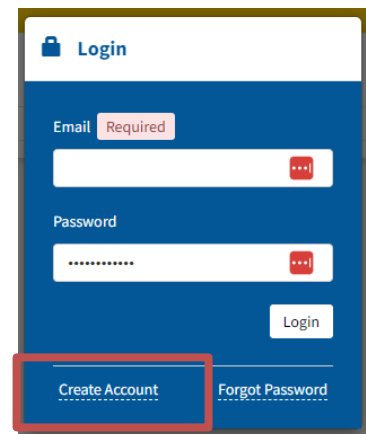
Create an Account in the Certification Center.....	3-4
Access Webinars & Coffee Chats.....	5-7
Accessing the Discussion Board	8-10
Support	11

Create an Account in the Certification Center

- Visit learn.hmdcb.org
- Click the Login/Create Account button in the top-right corner.



- A new screen will appear. Select the **Create Account** link in the bottom left corner.



- You will be brought to a new screen and prompted to enter your **name**, **email**, and **create a password**. Once complete, scroll down to complete your **profile**.

The screenshot shows the "Create Account" form. At the top left is the text "Create Account" and at the top right is a "Back to Login" button. The form has a blue header section labeled "Basic Info". Below this header are five input fields, each with a red eye icon: "First Name" (placeholder: First Name), "Last Name" (placeholder: Last Name), "Full Name" (placeholder: Full Name, with a blue tooltip that says "This is used on your certificate."), "Email Address" (placeholder: email/login), and "Password" (placeholder: Password).

- Complete the required **User Profile** fields, then click the **Create Account** button to set up your account.

User Profile

Welcome to the HMDCB Certification Center! On this site, you can access the annual longitudinal assessment and other educational activities. Please complete the below information to create or update your user profile.

Note: you will be prompted to update your profile information annually. If you have any questions, feel free to contact HMDCB staff at info@hmdcb.org or call 847-375-6740.

* indicates required field

Preferred Mailing Address*

Preferred Phone Number*

Credentials*

Current Hospice

Primary Position*

Hospice Location*

-- ▾

Average Hours Per Week in Hospice*

-- ▾

Average Daily Census*

-- ▾

Total Years Practicing as a Hospice Physician*

-- ▾

Are you HPM board certified?*

-- ▾

Specialty*

☐ Family Medicine

☐ Internal Medicine

☐ Other

text response

License Number*

License Jurisdiction*

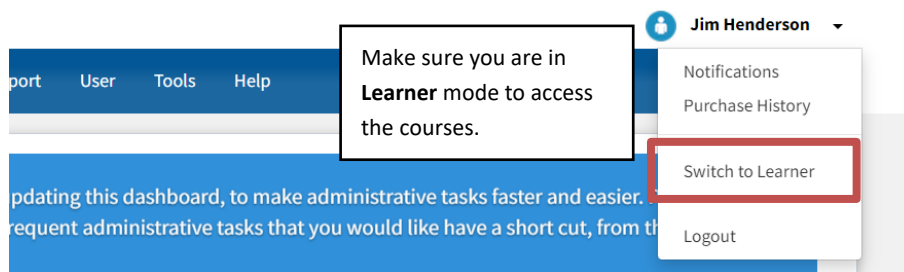
License Expiration Date (MM/DD/YYYY)*

Complete all the **required fields** to set up your account and profile page. Click the **Create Account** button once complete.

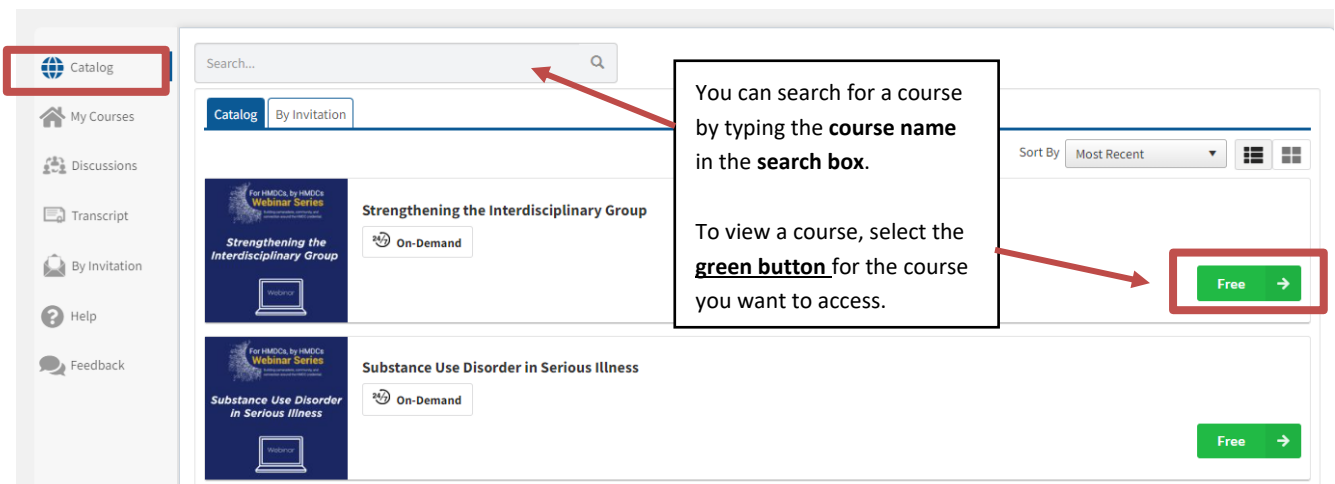
Create Account

Accessing Webinars & Coffee Chats

- Visit learn.hmdcb.org and login with your user ID and password.
- If you forgot your credentials, click the **Forgot Password** link or contact HMDCB staff at info@hmdcb.org or call 847-375-6740.
- You will default to **Learner mode** unless you have been granted a different mode due to your volunteer position with HMDCB. If you have, make sure you are in **Learner mode**. To change your mode, click your name in the top-right corner and select **Switch to Learner**.



- Once in **Learner mode**, your home page will default to the **Catalog** tab (you can also select this tab from the left-hand side of the page).
- From the **Catalog** page, you can view and access all HMDCB **Coffee Chat & Webinar** recordings for free. You can also **search** for a course by typing the **course name** in the **search box**.
- **Select** the course you want to view by clicking the **green button** next to the course.



- You will be brought to a **new page** where you can view the **course information**. Click the **Get Started** button.

Catalog / Part II: Dementia Care & Management

Part II: Dementia Care & Management

Course Description

In part II of this two-part series, faculty review dementia hospice coding, discuss the caregiver experience, and share insights on how to understand medical & pain management for dementia patients.

Faculty

Peter Fish, MD HMDCC
Albert Riddle, MD CMD HMDCC

Course Objectives

1. Review dementia hospice coding issues.
2. Discuss the caregiver experience.
3. Understand medical & pain management for dementia patients.

Get Started

Availability

On-Demand

Cost

\$0.00

- You will then be brought to the **Course Overview** page where you can again review the course information. To access the course, click the **Course** tab or the **Go to Course** button.

Part II: Dementia Care & Management

Part II: Dementia Care & Management was started on 12/13/2023.

Overview **Course** **Go to Course**

Course Description

In part II of this two-part series, faculty review dementia hospice coding, discuss the caregiver experience, and share insights on how to understand medical & pain management for dementia patients.

Faculty

Peter Fish, MD HMDCC
Albert Riddle, MD CMD HMDCC

Course Objectives

1. Review dementia hospice coding issues.
2. Discuss the caregiver experience.
3. Understand medical & pain management for dementia patients.

- From the **Course** page, you can view the course by **clicking on the video**. To **download any resources** included with the course, **click** each item.

Overview **Course**

Click the video to view the course. Click each resource to download it.

Course Material

Video

Part II: Dementia Care & Management

Resources

Dementia Care & Management Slides

- When you view the video, a new screen will appear. There are **video controls** on the **bottom toolbar** to assist in your learning.



- click the **1x** icon to speed up the video.



-click the **cc** and **tools** icons to include subtitles.



-click the **arrow** icon to watch the video in full screen.

The video player displays a welcome screen with the following text:

Welcome!

Part II: Dementia Care & Management

Thank you for joining!

Please remain muted and submit questions via the Chat box.

Presenters:
 Peter Fish, MD HMDC
 Albert Riddle, MD CMD HMDC

The bottom of the screen shows logos for HOSPICE MEDICAL DIRECTOR CERTIFICATION BOARD, gentiva, and For HMDCs, by HMDCs Webinar Series. The video player controls at the bottom include a play button, a progress bar at 00:58 / 1:03:39, and icons for full screen, settings, and subtitles.

NOTE: You can access all courses from the **Catalog** tab, including courses you previously viewed. To view all courses you have enrolled in, click the **My Courses** tab.

The screenshot shows a web interface with a sidebar on the left containing the following links: Catalog, My Courses (highlighted with a red box), Discussions, Transcript, By Invitation, Help, and Feedback. The main content area displays a list of courses under the 'All Progress' filter:

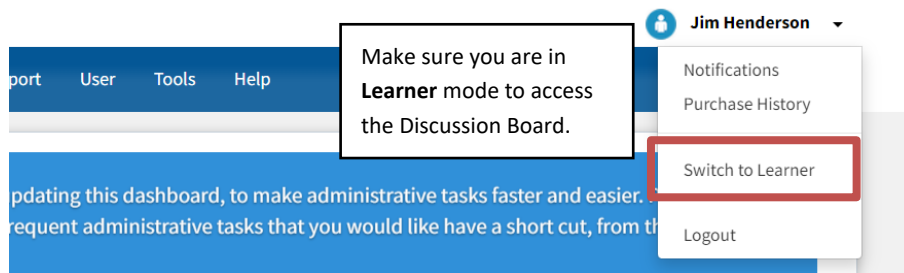
- Part II: Dementia Care & Management** (On-Demand) [Continue]
- Substance Use Disorder in Serious Illness** (On-Demand) [Continue]
- Strengthening the Interdisciplinary Group** (On-Demand) [Continue]

On the right side, there is a 'Recently Viewed Content' panel showing:

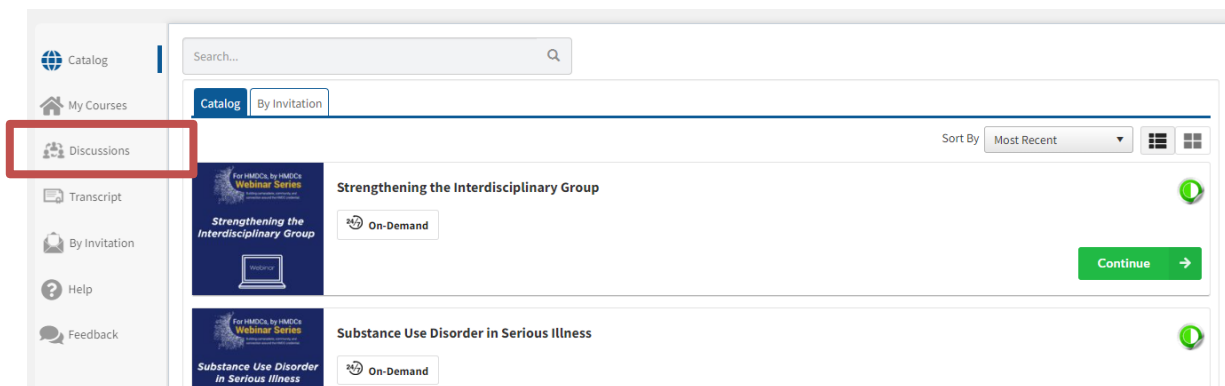
- [Part II: Dementia Care & Management](#) (Last Accessed: 8 Minutes Ago)
- [Substance Use Disorder in Serious Illness](#) (Last Accessed: 40 Minutes Ago)

Discussion Board

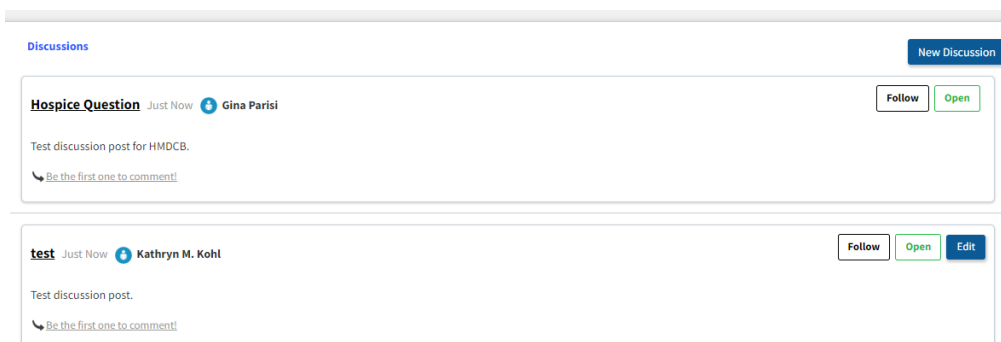
- Visit learn.hmdcb.org and login with your username and password.
- If you forgot your credentials, click the **Forgot Password** link or contact HMDCB staff at info@hmdcb.org or call 847-375-6740.
- You will default to **Learner mode** unless you have been granted a different mode due to your volunteer position with HMDCB. If you have, make sure you are in **Learner mode**. To change your mode, click your name in the top-right corner and select **Switch to Learner**.



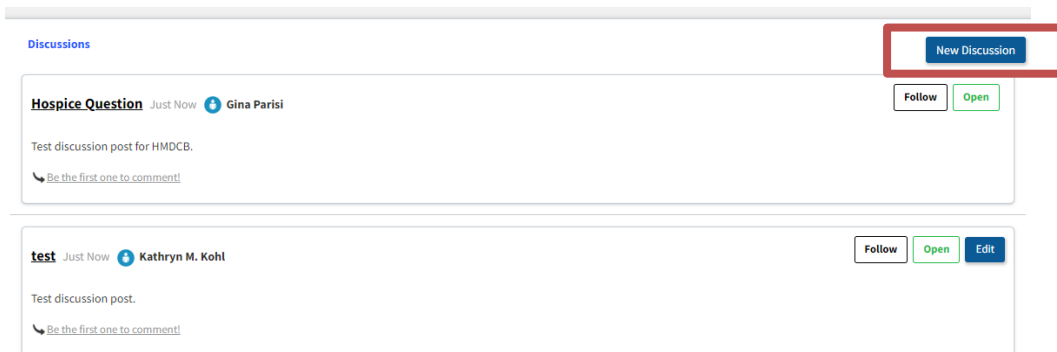
- Once in **Learner mode**, your home page will default to the **Catalog** tab. To access the **Discussion Board**, click the **Discussions** tab on the left-hand side.



- You will be brought directly to the **Discussion Board's** home page where you can do the following: **post a question, review/comment on posts, and follow a post.**



- **Post a Question** – to post a question, click the **New Discussion** button in the top-right corner.



- A **new screen** will appear to create a post. Keep the status as **Open** if you want others to comment. Add a **Discussion Title** and type your question in the **Comment** box. You can also **add an attachment** by clicking the **Select** button next to **Attachment**. Click the **Post Discussion** button when ready to **post** your question to the **Discussion Board**.

The screenshot shows the 'Post new discussion' form. It includes a title field, a comment box with a rich text editor, and an attachment field with a 'Select' button. The 'Status' is set to 'Open'. The 'Post Discussion' button is highlighted. A red box highlights the 'Status' dropdown, which is set to 'Open'. Another red box highlights the 'Discussion Title' field. A third red box highlights the 'Comment' text area. A fourth red box highlights the 'Select' button for attachments. A fifth red box highlights the 'Post Discussion' button. A text box explains that the status should be kept 'Open' and that the title and comment should be added. Another text box explains that the 'Select' button is used to add an attachment and that the 'Post Discussion' button is used to publish the post.

Please enter a title for your new **Discussion** (up to 500 characters).

The comment section can be as long as necessary, and you can upload multiple files as part of your discussion, one at a time.

After you post your discussion, you can still make edits, and add/remove files.

Status: Open Closed

Discussion Title

Comment

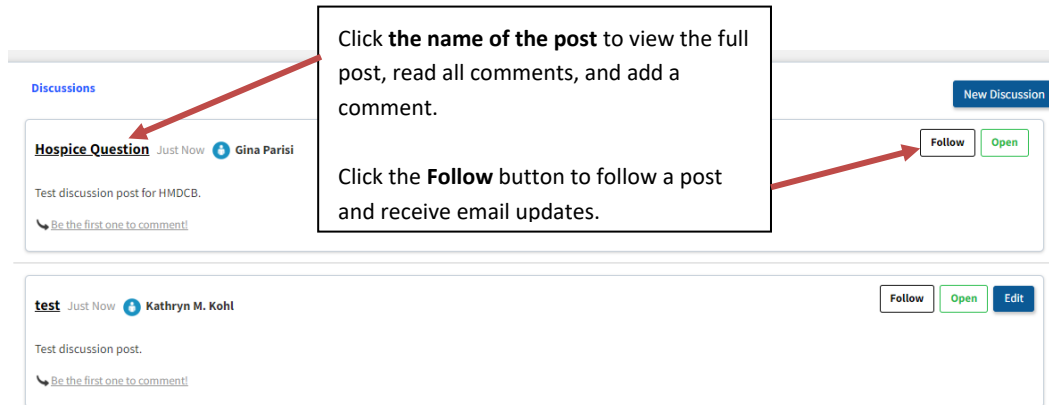
Attachment: Select

Cancel Post Discussion

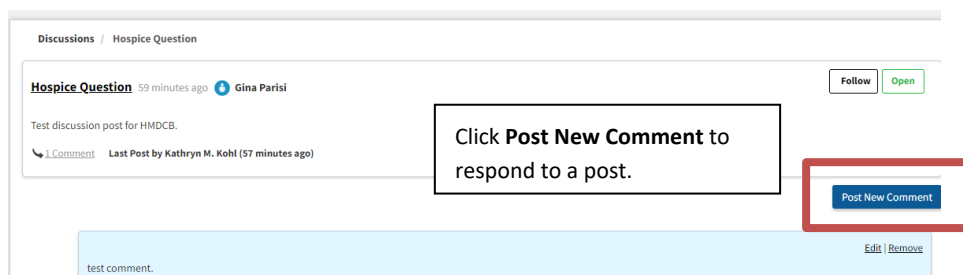
Keep the **Status** to **Open** if you want others to comment on your post. Add a **Discussion Title** and include your question in the **Comment** box below.

Click **Select** to add an **Attachment**. Click **Post Discussion** when you are ready to publish your post.

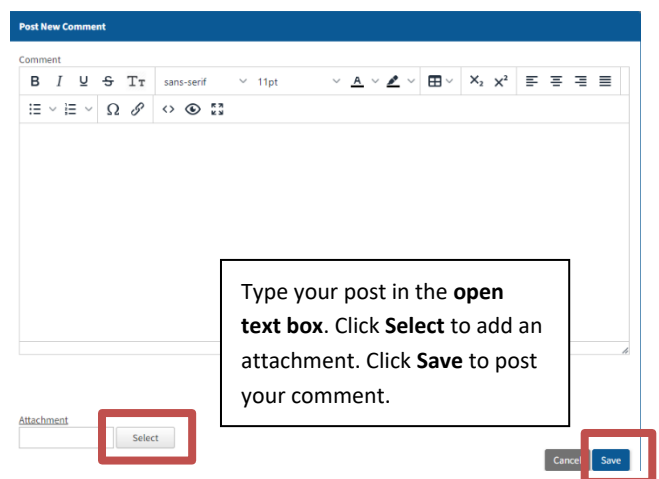
- **View a Post** – you can view and respond to all discussion posts. To view a post, click the **name of the post** from the **Discussion Board's** home page.
- **Follow a Post** – to receive **email updates** on a post, including any posts you create, click the **Follow** button for **every post** you want to receive updates on.



- **Comment on a Post** – click the **Post New Comment** button for the post you want to respond to.



- A **new screen** will open where you can **add your comment**. You can also include **an attachment** in your response. Click **Save** when you are ready to post your comment.



Reminder: HMDCB's Discussion Board is a place to ask hospice related questions, receive peer support, and provide feedback to your certified colleagues. *Please keep all posts professional and hospice related.* HMDCB leadership will monitor the chat to ensure appropriate posts and comments are being shared. If you have any questions or concerns about a post, contact HMDCB staff at info@hmdcb.org.

Support

If you have any questions or need support accessing courses or the discussion board, contact HMDCB at info@hmdcb.org or call 847-375-6740.