

How do I gain access?

Upon enrollment you will receive an e-mail from learn@hiacode.com Click on the Blue REGISTER Button



Next, you will be directed to Register your account. Enter your facility email address, create a password and by clicking Save Password you agree to the Terms & Conditions.

Welcome!	
Set up your password to sign in and see the content you now have	
access to.	
Password*	
Show password	
Password	
Password must be at least 8 characters long and include lower and uppercase etters, a number, and a symbol	
Confirm Password*	
Show password	
Confirm Password	
Save Password	
By registering for HIAlearn, you agree to the Terms and Conditions ar	nd
Privacy Policy.	

Make sure to click Save Password, and you'll be directed to Login. <u>https://learn.hiacode.com/_hcms/mem/login?redirect_url=https://learn.hiacode.co</u>

m/dashboard

How do I view my purchased HIAlearn courses?

Click on Courses in the blue header menu to see all Course offerings you have access to

How do I purchase more Courses or Training Plans?

To purchase another Training Plan or to Subscribe to HIAlearn's entire course catalog, visit <u>https://learn.hiacode.com/home</u>

A payment confirmation from HubSpot will come directly to your email as confirmation.

How do I cancel my subscription?

Complete the form on the following link, to initiate a subscription cancellation. <u>https://learn.hiacode.com/cancel-subscription</u>

How long do I have access to my Training Plan?

Access to Training Plans may vary depending on the number of courses in the Training Plan. We have 3 different billing terms- 30 days, 60 days, and 90 days.

- 30-day Access Training Plans include:
 - $\circ \quad \text{Interventional Radiology}$
 - Cardiovascular CPT
 - Secondary Diagnosis
 - **OB**
 - o Spinal Fusion
 - Respiratory Procedures
 - Respiratory Diagnosis
- 60-day Access Training Plans include:
 - Principal Diagnosis
 - Orthopedic CPT
 - Orthopedic PCS
 - Cardiovascular PCS
 - Increased Productivity
- 90-day Access Training Plans include:
 - o Student
 - ICD-10-CM Course Package
 - ICD-10-PCS Course Package
 - CPT Course Package
 - Evaluation & Management/Profee Course Package

How long do I have access to my courses with my subscription?

There are two subscription options for HIAlearn- monthly and annual subscriptions. Your subscription will start the day of purchase and will auto-renew until you cancel your subscription. Monthly subscriptions will auto-renew monthly and annual subscriptions will auto-renew annually from the date of purchase.

How do I access my Certificates?

You can download you Certificates after completing each course.

You can also find all your Certificates from each passed course in the Certificates Tab in the blue header menu.

HIAlearn	DASHBOARD COURSES CERTIFICATES HELP	LOG OUT 💄
Abbreviations with Definition	s and Explanations as	

Abbreviations with Definitions and Explanations as They Pertain to Coding

Certificate of Completion	Certified: March 21, 2023 Expires: March 21, 2024
Taylor Korizon	Congratulations, your certificate is ready to download!
For successfully completing the course Abbreviations with Definitions and Explanations as They Pertain to Coding Name 21, 2023	
Compliance Reviews - Education - Coding Services - Audit Software Ref-SIL-CODE - Isana Manada area wwWMAGerCRI Hearfol	
DOWNLOAD COURSE PDF	DOWNLOAD EXAM REVIEW

How do I submit my Certificates for CEU's?

After you download your certificate from HIAlearn for the course you have taken, save it to your computer.

- For AHIMA?
 - Visit <u>www.ahima.org</u>
 - Login to your AHIMA account or click on "My AHIMA" and sign in
 - Navigate to "Education & Certification" and click on "CEU Center"
 - Once in the CEU Center click on "+ Enter CEUs" to the right.
 - Next, choose "External/Prior Approved" button
 - Fill out the name of the course that you completed.
 - Once you select "Submit" you'll be directed to "Add Files" and add your CEU certificate for the course taken. Be sure to click Upload.
 - The CEU will now show up in your credential listing of CEUs.
- For AAPC?
 - Visit <u>www.AAPC.com</u>
 - \circ $\,$ Login to your AAPC account via the Sign In button
 - \circ $\,$ Go to the "CEU Tracker" and click on the Add button
 - On your downloaded certificate find the Index Number and enter into CEU Information along with the date of completion.
 - Then select "Choose File" to upload the certificate
 - Once you click on "Save" the CEU will show up in your AAPC CEU Dashboard

How do I reset my password?

If you cannot login to HIAlearn, click Forgot your Password on the login screen.

Sign in to view this page This page is only available to people who have been given access.
Email*
tkorizon@hiacode.com
Password*
Show password
Remember Me
Forgot your password?
Having trouble? Contact the admin.

Enter your email address associated with your HIAlearn account, and click Send Reset Email

Reset your password

What email address should we send a password reset email to?

Email*	
tkorizon@hiacode.com	
Send Reset Email Having trouble? Contact the admin.	

You will receive an email from <u>learn@hiacode.com</u> Open the email and click on Reset Password



A windows browser will open, and you'll be directed to enter a new password, enter it twice, and click Save Password.

Reset your password
Enter a new password.
Deerused
Password
Show password
Password
Password must be at least 8 characters long and include lower and uppercase
letters, a number, and a symbol
Confirm Password*
Show password
Confirm Password
Save Password
Having trouble? Contact the admin.

You will receive a second email from <u>learn@hiacode.com</u> confirming your password has been saved. Click Sign In to access HIAlearn with your newly created password.

