

## Welcome to HIAlearn

When you login you first come to your HIAlearn Dashboard → This is your Home Page

- From this page, you can access Quick Links to the left. And the blue header menu at the top gives you access to Courses, Certificates, and the Help Page.

Select Courses from the Header Menu to view the Course Catalog.

HIAlearn offers over 200 courses.

- In the Course Catalog, you can search using keywords to find courses on a specific topic.
- Subscribers will have access to ALL HIAlearn courses.
- IF you are on a Training Plan, and you View a Course that you don't have access to, you will be directed to HIAlearn Marketing Site (<https://learn.hiacode.com/home>) to purchase a subscription.

Click on View Course to Open.

The courses lesson plans are listed.

Click Begin Course to start.

Click Next Lesson to progress through the course.

- The Course Outline will show the individual lessons and will check off which lessons you've viewed.
- HIAlearn will save your progress wherever you've stopped, so you can stop and pause at any time.
  - You can open already started courses via the Continue Learning section in your HIAlearn Dashboard
  - When you re-enter the course, it will now say Continue Course.

When you have progressed through all the lessons and are ready to take the Test, click Take Final Exam

- Feel free to open any resources you need in a second window browser to help you take the test.
- You have an unlimited number of attempts to pass the test.

Once you've answered every question, click Submit.

If you passed the test, it would say "You have passed". If you did not pass the test, it will say "Unfortunately, you did not pass" and you'll have the option to take the test again.

- You need a 70% score or higher to pass the test.
- It will list the number of questions in the test, which attempt you are on, your score, and in the Quiz Review, will show which questions you got incorrect.

- It will not give you the correct answer. Your incorrect answer is listed in Red.

If you passed the Test, you can Proceed to Certificate

- Here you can download your Certificate so you can upload it for CEU's on AHIMA or AAPC websites.

Other takeaways include:

- Download Course PDF, this is all the lessons in a combined document.
- Download Exam Review, this will show the Test questions, answers, and explanations.

If you forget to download your Certificate after completing the Test, you can find those by clicking Certificates in the blue header menu.

- For further instructions on how to upload your certificate for CEU's see in Resources (scroll to the bottom of your HIAlearn Dashboard) How-To Documents.