

Care Manager Training Account: Email Template

Subject: AIMS Caseload Tracker – Training Account Information

Hi [Care Manager Name],

Here is your TRAINING ACCOUNT for the AIMS Caseload Tracker:

Link: include link to your training site login portal (bookmark this page)

Account Type: Care Manager

Username: [usernameTRAINING]

Temporary Password: [password]

Your training account allows you to safely practice using the AIMS Caseload Tracker before using it with patients. This account is never to be used for real patients – this is VERY IMPORTANT. *Entering actual patient data using your training account would disclose Protected Health Information outside your organization and would be a HIPAA violation.*

You will receive a real (not training) login account after notifying me that you have reviewed the training material below, have followed the Example Patient Scenario, and have practiced entering fake patient data.

- 1. Review Training Resources:** Visit the [Training Resources page](#) and bookmark it for future reference. Watch the Demo Video in the "Getting Started" section.
- 2. Log In:** You will be prompted to change your temporary password the first time you log in.
- 3. Practice:** The best way to learn the registry is to use it! Follow the [Example Patient Scenario](#) that demonstrates how the registry can help facilitate patient care. Create a fake patient and document each visit. Watch the corresponding video tutorial for each step in the "Recording Patient Information" section.
- 4. Notify your Account Manager** when you have completed the training process and are ready to be issued a real login account.

Please let me know if you have any questions,

Account Admin Name

Last updated 3/15/2024