

## 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

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