

## Care Manager Training Account: Email Template

**Subject:** N4C AIMS Caseload Tracker – Training Account Information

Hi [Care Manager Name],

Here is your TRAINING ACCOUNT information for the North Carolina Collaborative Care Consortium AIMS Caseload Tracker:

**Link:** <https://caseloadtracker.uw.edu/N4C.woa> (please bookmark this page)

**Account Type:** Care Manager

**Site:** Training Site

**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 your Account Administrator that you have reviewed the training material below, have followed the Example Patient Scenario, and have practiced entering fake patient data.

### Get started:

- 1. Download User Guide:** Visit the N4C AIMS Caseload Tracker Resources webpage at: <https://aims.uw.edu/n4c-aims-caseload-tracker-resources> and download the ACT User Guide.
- 2. Review Guide, Watch Videos:** Read through the user guide. A number of short video tutorials are available on AIMS Caseload Tracker Resources webpage under the “Care Managers” heading. It is helpful to watch each video after reading the corresponding section in the user guide.
- 3. Log In:** You will be prompted to change your temporary password the first time you log in.
- 4. Create Fake Patients:** The best way to learn the registry is to use it. Create fake patients to practice various functions and features. To get started, use the [Example Patient Scenario](#) that demonstrates how the registry can help facilitate patient care. Document each encounter with the sample patient into the AIMS Caseload Tracker.
- 5. Notify your Account Manager** that you have completed the training process and are ready to be issued a real login account!



If you have any questions or difficulties, please contact [\[Account Administrator Name and Contact Information\]](#).

