

I. Registration

- These webcasts are intended for invited Optum/UnitedHealth Group employees only.
- Need to change or cancel your registration? Please email OptumHealth Education at moreinfo@optumhealtheducation.com.
- Need your registration confirmation resent? Please email OptumHealth Education at moreinfo@optumhealtheducation.com. **Do not re-register for the webcast!**
- Unable to attend one of the live webcasts? Don't worry! All webcasts will be made available on-demand. Instructions will be sent via email by your manager when the on-demand webcast is posted.
- Upon registration, you will be sent a confirmation email automatically from the website. This confirmation email will contain a link to add the webcast as an appointment to your Outlook calendar and instructions on how to participate in the live webcast. You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. **If you have already taken the pretest, you do not need to retake it.** This message is only a reminder.

II. Accreditation/Continuing education

- Earn 1.00 ACPE/AMA/ASWB/APA/CCMC/CME/CNE credit for each webcast completed.
- This webcast is accredited for counselors, nurses, psychologists, case managers, pharmacists, pharmacy technicians, physicians, social workers and therapists.

III. Pretest

- You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. **If you have already taken the pretest, you do not need to retake it.** This message is only a reminder.
- **Please read and follow the instructions in the pretest email closely!**
- Go to <https://www.optumhealtheducation.com>
 - If you **Do Not** have an account, click **Create account** and enter your information.
 - If you **Do** have an account, click **Log in** and enter your log-in information.
- **You must be logged into your account to take the pretest.** Once logged in, go to the course page on the website. (The specific url/website address will be provided in the pretest email.)
- Click the REGISTER tab

ASTHMA: PREVENTION AND TREATMENT OF EXACERBATIONS

December 13, 2018



- In the ACCESS CODE box, enter "optum" (all lowercase) and click UNLOCK



ACCESS CODE *
This activity requires an access code.

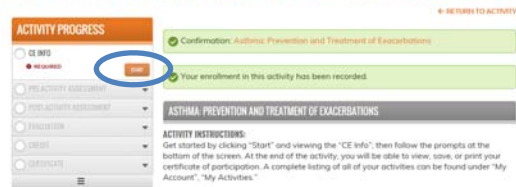
UNLOCK

- Click CONTINUE

CONTINUE ▶


- Under CE INFO click START or click Continue (bottom right-hand-side)

ASTHMA: PREVENTION AND TREATMENT OF EXACERBATIONS

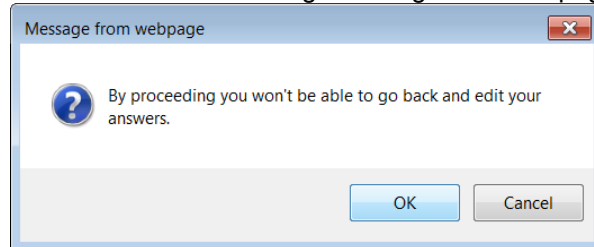



- After reviewing the Accreditation Statement (CE Info), click Next (bottom right-hand-side)



- Take pretest: Select your answers and press FINISH  (bottom right-hand-side of the page) when complete

- Click "OK" to the following "Message from webpage."



- Review your results and then close your browser window. 
 - Please Note: The pre-activity assessment is not graded. Responses will be collected to develop baseline knowledge levels to assess the activity.*

IV. Participating in the live webcast

- Upon registration, you will be sent a confirmation email automatically from the website. This confirmation email will contain a link to add the webcast as an appointment to your Outlook calendar and instructions on how to participate in the live webcast.
- You will be sent a reminder email to take the pretest both one week and 24 hours prior to the webcast. **If you have already taken the pretest, you do not need to retake it.** This message is only a reminder.
- Be sure to log into the WebEx using your proper first and last name** (no abbreviations; i.e. Katie R.). This will allow us to quickly and easily pull attendance reports directly from WebEx.
- We encourage you to listen to the audio via your computer or have WebEx call you directly.
- Please remember to **keep your phone on mute** throughout the entire meeting.
- If you would like to ask the speaker a question or respond to a comment, please use the "chat" feature within WebEx.** Click on the "chat" icon in the upper right-hand corner of your screen to open up your chat window. In the drop-down box, **select "EVERYONE"** prior to pressing "send."
- A Q&A session will be held at the end of the presentation.
- Upon conclusion of the activity, you will be emailed instructions on how to receive your certificate of attendance.

V. Slides

- When available, slides can be downloaded here:
<https://www.optumhealtheducation.com/womens-health-reg>

VI. Post-test and how to claim credit

- You will be sent an email to take the post-test within 24 hours following the webcast.
- Please read and follow the instructions in the post-test email closely!
- Post-activity materials — including claiming credit — must be completed within 30 days of participating in the webcast. **No exceptions will be made!**
- **You must be logged into your account in order to take the post-test.** Once logged in, go to the course page on the website. (The specific url/website address will be provided in the post-test email.)

- Under the CONTINUE tab click CONTINUE

ASTHMA: PREVENTION AND TREATMENT OF EXACERBATIONS

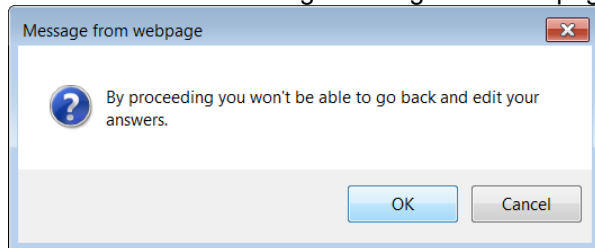
December 10, 2018

OVERVIEW PROGRAM/FACULTY ACCREDITATION **CONTINUE**



- Post-Test: Select your answers and press FINISH  (bottom right-hand-side of the page) when complete

- Click "OK" to the following "Message from webpage."



- Review your results and then click Next  (bottom right-hand-side)

POST-ACTIVITY ASSESSMENT

QUESTION RESULTS

You got 5 of 5 possible points.
Your score: 100%



- Evaluation: Complete all of the required questions (*) within the Evaluation. When finished, click SUBMIT (bottom of the page)

Please select your preferred educational format for knowledge-based activities.

- Case studies
- Didactic: lecture/Q&A
- Panel discussion
- Patient demonstration
- Open discussion/Q&A

Please select your preferred media for knowledge-based activities.

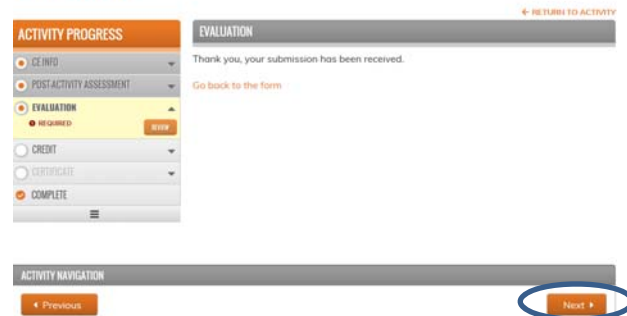
- Grand round
- Live, on-site conference
- Local dinner meeting
- Monograph
- National specialty society meeting
- Satellite/TV broadcast
- Self-directed independent learning
- Small group workshop
- Teleconference
- Webcast

Please provide us with any additional comments you may have about this educational activity. We appreciate your comments!



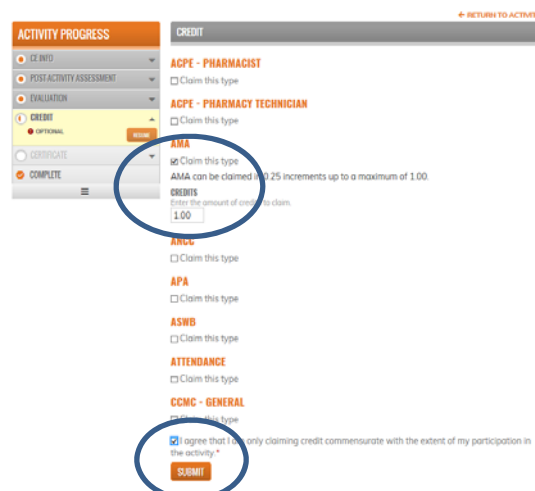
- Click Next (bottom right hand-side)

EVALUATION



- Credit: Credit received is no longer tied to your profile! Learners can now easily claim the credit or credits that meet their needs.
- Under Credit, check the check box next to the type of credit you would like to request.
- Enter your credit hours.
- Check off that you agree (just above the SUBMIT button)
- Click SUBMIT (bottom right hand-side)

CREDIT



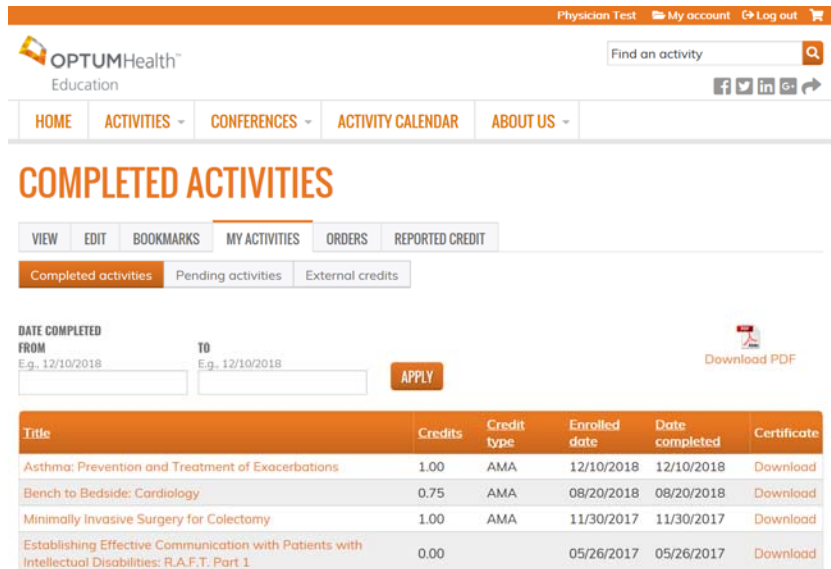
- Click Next **Next >** (bottom right hand-side)
- Click "Download certificate"



- Depending on your browser settings, your certificate may open up in the same tab, a new tab or download directly to your desk top. Print or save the PDF of your certificate.



- You may close out of your browser.
- A complete listing of all of your activities can be found in your profile, under My Account, My Activities.



Title	Credits	Credit type	Enrolled date	Date completed	Certificate
Asthma: Prevention and Treatment of Exacerbations	1.00	AMA	12/10/2018	12/10/2018	Download
Bench to Bedside: Cardiology	0.75	AMA	08/20/2018	08/20/2018	Download
Minimally Invasive Surgery for Colectomy	1.00	AMA	11/30/2017	11/30/2017	Download
Establishing Effective Communication with Patients with Intellectual Disabilities: R.A.F.T. Part 1	0.00		05/26/2017	05/26/2017	Download

VII. Contact Us

- If you have any questions about your participation in this activity, please email OptumHealth Education at moreinfo@optumhealtheducation.com.