

Jurisdiction 15 CVENT Tutorial Transcript

Hello. My name is Curtis McFadden and welcome to CGS Jurisdiction 15 CVENT tutorial. This tutorial will walk you through the process of creating your own personal account, how to register for online education, and what to expect when you are inside the CVENT webinar platform.

To create your own personal account, you must first navigate to our Calendar of Events page. This page is available on Part A, Part B, and Home Health and Hospice. What you would do, you would look on the left-hand side of the web page, scroll down until you see Education and Events, click there and then click on the widget for Calendar of Events. Once clicking on the widget you will then see the area labeled register. You will click register and it will take you to your personal information page to create your account.

Once on the registration page you will provide information used to for building your account. This will start with your registration type which is tied to your line of business; whether Part A, Part B, or Home Health and Hospice. You will then provide your first name, last name, your email address, mobile number, your Medicare Provider Number, or your PTAN, and your company. If you do not have a PTAN or do not have an NPI, all zeros or all 9's can be used in this field. Please make sure that all information is correct paying special and close attention to your email address and mobile number as this information will be used for authentication purposes later.

On the same calendar of events page mentioned on the previous slide is where you would sign up for individual education experiences. Once selecting the education you would like to attend, you would click the more details area and this box will pop up where you would click register.

This register button will then take you to this page, all blue, where you will give your information again. You are going to give first name, last name, email address, mobile number, the type of provider you are, either your Medicare PTAN or your NPI, along with your company, address including city, state and zip code. From there on the day of the education you are going to receive an email from Jodi.Jensen@cgsadmin.com. The only thing you need to do then when receiving that email is click on the education link and its going to place you in the que before the education goes live at its scheduled time.

At the scheduled time the education then goes live and you are inside the CVENT webinar experience. On this particular slide I would like to bring your attention; this way, to the arrow that to the arrow that gives you the live Q and A area. You can utilize this anytime through out the education to ask a question for the facilitator to answer. Depending on the type of education will dictate when the answers are provided. Some may be provided throughout the education, while other educators wait until the end to ask and provide answers to all questions. Regardless of how all questions are answered, even if they have to be answered via email at a later date.

Also throughout the education be on the lookout for polls. Polls are things that we use as educators to keep you interested and also give an interactive experience with the education. If a poll is launched by an educator is will populate on the right hand side of your browser. There you will be able to click an answer to participate.

After a short time the instructor will then place the results of the poll for you to be able to see. Again polls are just ways for us as educators to be able to keep you intrigued and interactive with us as we share information with you.

Now we want to bring your attention to one of the newer items in the CVENT webinar experience. There may be some instances where just typing out a question doesn't do it justice. So we want to bring your attention in the middle of the bottom of the browser to where you have the raise hand function. When you raise your hand you are actually asking for permission to participate; giving us the ability to unmute your line. To start the process you would need to



click the button that has raise hand. We have that button brought out for your attention. Once you click raise hand it will then say pending on your browser.

After being in the pending status momentarily, you will then be placed in a waiting for the host status. This is where we as educators are going through the process of opening up the line for you to be able to audibly ask your question.

Once we have completed the back end work, you are all in. The next thing you need to do is open your settings.

Once your settings are open you need to make sure that you are selecting what webcam you will be using if you would like to be seen; along with the mic that you're going to be speaking with. If you are working from a laptop, it could be the default mic that is part of your computer or it could be some type of external mic if you have some type of external webcam that has a microphone attached to it. Please be aware if you are working with some type of company issued laptop or company issued machine the mic maybe disabled so you would need to make sure you go through your IT department to make sure you can enable if you would like to be able to speak in education with us at CGS.

Once your settings are closed, you will see that your bottom display has changed some. You now have the ability to mute and unmute your line. You also have the ability to start your camera if you would like to be viewed on camera. Also if the instructors has stopped you also have the ability to share your screen if there vital information you would like to share. Please make sure if you are sharing any information that you are not sharing any personal health information (PHI) or personal identifiable information (PII). Last but not least you have the observe button that gives you the ability once your have finished sharing your information to return to an observer which was the original state that you were in. Also on the bottom portion of your screen the caption button is also there. We highlight the caption button because there are times you may have audio issues whether you are an observer or participant. Or there may be situations where you need to be in a totally quiet situation; you can turn on the captions and artificial intelligence will auto generate what is being spoken during your webinar experience. Last but not least we would like to bring your attention to the right hand side of the screen. There will be an area there labeled resources. Unfortunately it is not on the screenshot that is available. In the resources area there will be important information such as a certificate of attendance and a copy of the presentation for the education that you are attending. These items need to be downloaded while you are in the educational experience because once the education has ended you will no longer have the ability to download this information. If by chance you did miss this opportunity to download, fear not. You can email whether it is Part A, Part B, or Home Health and Hospice the particular mailbox and the event items will be emailed to you.

Thank you for your time. Hopefully this tutorial has helped make navigation of CVENT that much easier for you. We look forward to seeing you at one of our upcoming educational events whether live in person or virtually; and you can get there by clicking the link on our widget (pointing to screen shot). Whether it is Part A, Part B, or Home Health and Hospice. Have a wonderful day.