

## Five Steps for Webinar Success

These tips will make attending POE webinars as easy as counting to five!

<p><b>Step One</b> <b>Register</b></p>	<p>If you have not already done so, <b>register on our website via the Events page.</b></p> <ul style="list-style-type: none"> <li>• <b>Each person who wants to attend must register.</b> After registering, you will receive an email with a personalized link to join the webinar. Reminder emails will be sent periodically until the webinar date.</li> <li>• <b>Do not share these emails with others</b> who may want to attend; the link you receive is unique to your registration. Encourage others to register!</li> </ul>
<p><b>Step Two</b> <b>Find and Print Materials</b></p>	<p>Approximately two days before the webinar, look for the materials on our website.</p> <ul style="list-style-type: none"> <li>• On the <b>Home Page</b>, select <b>Events</b>. Select the webinar of your choice, then select <b>'Read More'</b>.</li> </ul> <p><b>Select Presentation</b> to open (download) the materials. To print, <b>click the Print icon or hit "Ctrl" and "P" on your keyboard.</b></p> <ul style="list-style-type: none"> <li>• <b>We recommend printing multiple slides per sheet</b>, but no more than four. To do so, tab to the word "multiple" in the print box under Page Sizing &amp; Handling, then select the number of slides per sheet under the Pages Per Sheet option.</li> </ul>
<p><b>Step Three</b> <b>Participate</b></p>	<p>On the date of the webinar, <b>enter the webinar by clicking the link</b> in the email you received.</p> <ul style="list-style-type: none"> <li>• We recommend logging in 5–10 minutes prior to the session start time to ensure connectivity.</li> <li>• You can <b>listen via your computer/laptop</b> using a USB headset or <b>dial in via a telephone line</b> using the dial-in-number, conference code, and audio PIN provided in the attendee webinar pane.</li> <li>• Please be advised, your <b>long distance carrier will apply charges</b> since the telephone numbers are toll calls. You are not required to dial in early prior to the webinar start time.</li> <li>• If you listen via your computer/laptop and have audio issues, <b>dial in via telephone.</b></li> <li>• If your event includes <b>audience polling, simply click the appropriate response on your screen.</b> You will be given ample time to respond; the results of the poll will be shared with the audience as appropriate.</li> <li>• When available, you may type questions related to the event topic into the question box of the attendee webinar pane.</li> <li>• <b>Do not ask questions related to specific claims or beneficiaries.</b> Do not include protected health information in your question. Contact the Provider Contact Center with such questions. If you are not a provider who has National Government Services as your MAC, contact your MAC.</li> <li>• You may receive a typed response to your question in the question box of the webinar pane or a verbal response during the question/answer segment.</li> </ul>

<p><b>Step Four</b> <b>Evaluate Us</b></p>	<p>Following the webinar you will receive a separate email from 'noreply@qemailserver.com' that includes a survey for the event. We hope you will take a few moments to complete the survey. <b>We appreciate your feedback.</b></p>
<p><b>Step Five</b> <b>Self-Report Your Attendance</b></p>	<p>Webinar attendees are eligible to receive one (1) Medicare University Credit (MUC) for each hour of education.</p> <ul style="list-style-type: none"> <li>• Training event details, presentation materials, and event follow-up emails will announce how many MUCs each session is offering. You can use MUCs toward various Medicare University degrees and/or as evidence within your facility/provider office of receiving Medicare education.</li> <li>• To receive MUCs, you must <b>self-report your attendance</b> at the end of the webinar into our <b>Medicare University system</b> using the instructions in the email you receive from us following the webinar. Once you do so, you will receive a <b>Medicare University Certificate of Attendance.</b></li> </ul> <p><b>Attendees must be registered in our Medicare University system to self-report attendance.</b></p> <ul style="list-style-type: none"> <li>• If you have not set up a user name and password, click "Create New User" on the Medicare University home page. Visit <a href="#">our website</a> for step-by-step instructions for creating a new user account.</li> </ul> <p>Webinar attendees are also eligible to receive one (1) CEU <b>from the AAPC</b> for each hour of National Government Services education.</p> <ul style="list-style-type: none"> <li>• To receive CEUs from the AAPC, you must self-report your attendance at the webinar to the AAPC. <b>To do so, contact the AAPC directly.</b> If they require proof of attendance, you can use the email you will receive from us at the end of the webinar, and the Medicare University Certificate of Attendance. <b>You do not need an AAPC index number.</b></li> </ul> <p>To receive credits from any other credentialing agency, contact them directly to inquire.</p>

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