

# CEU Catalog Guide

When you access the CEU catalog it defaults to ALL available CEUs.

On Demand Con-Ed (CEU Catalog)

Continuing Education / On Demand Con-Ed (CEU Catalog)

Certification

CACO (32)

CAC (26)

CAPO (12)

Topic Code




Compliance (11)

HIPAA (6)

Ambulance Billing Procedures (5)

Other (5)

CEU Catalog

Title	Certification	Topic Code	Credit Hours	
<b>2017 Online Mandatory CEU Package</b>  This package will provide you with all 4 mandatory CEUs required to maintain your Certified Ambulance Coder Status. This package also qualifies as 4 CEUs for Certified Ambulance Compliance Officers. \$330.00	CAC, CACO	NAAC Industry Update	4.00	
<b>Air Ambulance Elective</b>  This lesson covers medical necessity and other hot topics in an era of increased scrutiny of air ambulance transportation. \$40.00	CAC, CACO	Medicare Rules & Regulations	1.00	
<b>Applying Clinical Protocols in the Billing Process</b>	CAC, CACO	Ambulance Billing Procedures	0.50	

You can see the Title of the CEU, the Certification(s) it will apply to, Topic Code and Credit Hours

Title

Certification

Topic Code

Credit Hours

Below the Title is a brief description of the CEU as well as the cost

Title	Certification	Topic Code	Credit Hours
<b>2017 Online Mandatory CEU Package</b>	CAC, CACO	NAAC Industry Update	4.00
This package will provide you with all 4 mandatory CEUs required to maintain your Certified Ambulance Coder Status. This package also qualifies as 4 CEUs for Certified Ambulance Compliance Officers. \$330.00			

It is recommended when you are viewing the CEU catalog to use the FILTERS on the left side of the page. The filters are:

**Certification** – This will filter the CEU catalog to ONLY those CEUs applicable toward the certification selected. If you select CAC, it limits the CEU catalog to ONLY those CEUs applicable toward the CAC recertification. You can click the certification again to remove the filter. The number in parenthesis represents the number of CEU courses for that certification.

## Certification

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CACO (32)

CAC (26)

CAPO (12)

**TOPIC CODE** – If you are looking for a specific topic, you can limit the catalog by that topic

## Topic Code

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Compliance (11)

HIPAA (6)

Ambulance Billing Procedures (5)

Other (5)

ICD/Condition Coding (2)

Medicare Rules & Regulations (2)

Appeal Procedures (1)

NAAC Industry Update (1)

Patient Care Documentation (1)

**Credit Hours** – If you are looking for a specific number of CEU hours, you can limit the catalog that way

## Credit Hours

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1.0 (23)

1.5 (4)

0.5 (2)

2.0 (1)

4.0 (1)

You can apply multiple filters – Select the Certification, then the Topic Code and finally the Credit Hours. You can use one or two or all three of the filters. To reset, click the filter again and it removes that filter.

**What is the difference between**



**Purchase**

**and**

 **Details**

**?**

**Purchase** – you will be purchasing this from NAAC and completing this on the Learning Management System (LMS). Any CEU completed on the LMS will automatically credit to your account, there is no CEU certificate to enter.

**Details** – NAAC is providing you access to other options for CEUs. When you click DETAILS you will see additional information regarding the CEUs. Once you are on the DETAILS page, you can click DETAILS again to be directed to the providers site. Some providers may charge a fee for their courses.

### **For INDIVIDUALS (not Organization Manager's) Purchasing Courses**


To Purchase a CEU – click the  button and you will see the purchase details screen:


Purchase Air Ambulance Elective

This lesson covers medical necessity and other hot topics in an era of increased scrutiny of air ambulance transportation.

\$40.00


Whom are you purchasing for?

 Myself

 Others in my Organization

**Myself**  
You are purchasing a course or CEU for yourself. If you haven't registered already, you will be prompted to register for an individual account with NAAC. There are no refunds offered once you have started the course.

**Others in my Organization**  
You are someone authorized by your organization to purchase courses and CEUs for other employees in your organization. If you haven't already, you will be prompted to register as an "Organization Manager" and you will be able to manage an organizational account for your company. Organization Managers may purchase courses and CEU's on behalf of the organization and assign them to employees. You can also add employees to your organization by having them register for an account with NAAC and searching for the employee in the database. **Once a course or CEU voucher has been redeemed by the employee, it cannot be re-assigned to another employee and no refunds are offered. NOTE:** If you are have already completed this course/CEU, you will not see the "Myself" purchase option.

If the option to click  is greyed out – you have already purchased and/or completed this CEU in the past and therefore are unable to purchase it again.

If you are purchasing for yourself – click the  button and then click the 


Use this option to purchase Air Ambulance Elective for jleet

*\*You will be automatically enrolled in Air Ambulance Elective after checkout completion*

Add to Cart

## **For ORGANIZATION MANAGERS (not Individuals) Purchasing Courses**

If you are an Organization Manager, you have the ability to purchase courses for others in your organization and then assign them the course vouchers.

To do this click  Others in my Organization and change the quantity to the number you desire. Keep in mind that each employee would need their own course to obtain the CEU credit from the training.

Use this option to purchase Air Ambulance Elective for other NAAC® users in my organization.  
*\*Users in your NAAC® organization can be assigned a Air Ambulance Elective voucher after checkout completion*

Quantity

1


Organization

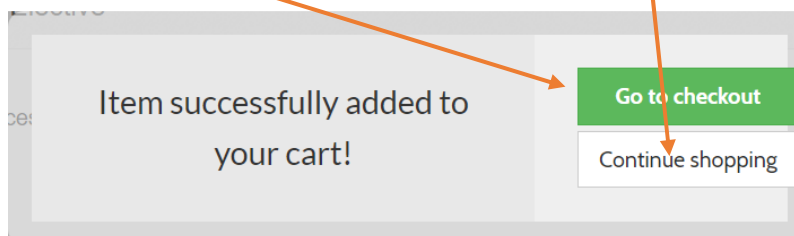
NAAC, Inc.

The organization above will be assigned the enrollments if you proceed with the transaction.

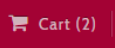
Add to Cart


If you are associated with more than one Organization – make sure that the correct Organization name is shown in this box.

Once you click the  you will see that the item has been successfully added to the cart and you can either Go to Checkout – and complete your order, or Continue Shopping to add more items to the cart.



If you click Continue Shopping, you will be redirected to the CEU Catalog. If you click Go To Checkout, you will be taken to your Shopping Cart.

You can also view the contents on the Shopping Cart at any time by clicking the  icon in the red bar at the top of the webpage.

Once you are in the shopping cart, you can review your order and ensure that the proper items are there. You can change the quantity of any item or remove any item. If you make ANY changes in the cart, be sure to click the  button to save the changes to the order.

Here is what your cart will look like with ONE course for MYSELF and ONE COURSE VOUCHER for OTHERS IN YOUR ORGANIZATION

Shopping cart					
Product	Attributes	Price	Quantity	Remove	Total
Air Ambulance Elective		\$40.00	<input type="text" value="1"/>	<a href="#">Remove</a>	\$40.00
Air Ambulance Elective	NAAC, Inc. (Organization)	\$40.00	<input type="text" value="1"/>	<a href="#">Remove</a>	\$40.00
					Total: \$80.00
					<a href="#">Update cart</a> <a href="#">Checkout</a>

Once you are satisfied with the order click the [Checkout](#) button to start the checkout process.

You will see a summary of your order here

Shopping Cart Contents			
Product		Price	Quantity
Air Ambulance Elective		\$40.00	1
Air Ambulance Elective	NAAC, Inc. (Organization)	\$40.00	1
Order total			\$80.00

If you have a COUPON or Gift Certificate, you would enter that Coupon Code and click ADD COUPON

COUPONS
Coupon Code
<input type="text"/>
<a href="#">Add coupon</a>

The next step is to add the BILLING INFORMATION

BILLING INFORMATION		
Select Existing Address		
<div>-Select-</div>		
Country *		
<div>United States</div>		
Full name *		
<input type="text"/>		
Company		
<input type="text"/>		
Address 1 *		
<input type="text"/>		
Address 2		
<input type="text"/>		
City *	State *	ZIP code *
<input type="text"/>	<div>- Select -</div>	<input type="text"/>

If you are paying by a credit card, this will be the address where the credit card billing statement is received. The name would be YOUR NAME.

You can also click in the drop down and select an existing address, if you have completed this information on your profile.

Always verify the information is correct before proceeding.

Next you will enter the SHIPPING INFORMATION

SHIPPING INFORMATION		
Select Existing Address		
<div>-Select-</div>		
<input type="checkbox"/> Shipping and Billing are the same		
Country *		
<div>United States</div>		
Full name *		
<input type="text"/>		
Address 1 *		
<input type="text"/>		
Address 2		
<input type="text"/>		
City *	State *	ZIP code *
<input type="text"/>	<div>- Select -</div>	<input type="text"/>

Again, if you have entered a SHIPPING ADDRESS on your account, you can click in the drop down and select an existing address.

Click [Continue to next step](#) to do a final review of your order

## Review order

Review your order before continuing.

### Shopping cart contents

Product	Price	Quantity	Total
Air Ambulance Elective	\$40.00	1	\$40.00
Order total			\$40.00

### Account information

Username jdoe

E-mail address arosborough+naacclient@gmail.com

### Billing information

John Doe  
1047 Old Forge Road  
Lewisberry, PA 17339  
United States

### Shipping information

John Doe  
1047 Old Forge Road  
Lewisberry, PA 17339  
United States

Shipping and Billing are the same:

Here is where you will select your payment method:

### PAYMENT

- ☒ Bill Me Later  
☐ Credit card

If you select BILL ME LATER, you will receive an invoice via email immediately. Access to courses is granted upon full payment on the order.

If you wish to pay by credit card – you will enter the credit card information here and you will receive IMMEDIATE ACCESS to all courses upon processing of the credit card transaction. You will receive a receipt via email immediately.

### PAYMENT

- ☐ Bill Me Later  
☒ Credit card

Card type

Visa

Card number \*

Expiration \*

01

18

Security code \*

☐ Store this credit card on file for future use.

Once you have entered all of the information click [Continue to next step](#) . This will IMMEDIATELY process the order and charge the credit card OR send the invoice if you selected BILL ME.

Your order is now COMPLETE, and you will see this screen showing your Order Number. You view the order by clicking [view your order](#) , or click [Return to the front page](#).

## Checkout complete

Your order number is 2018-46. You can [view your order](#) on your account page when logged in. [Return to the front page](#).

If you paid for your order with a credit card, you can now access your course by clicking [My account](#) in the red bar at the top of the web page, then click the COURSES tab

## Courses in progress

[View](#) [Edit](#) [Course Vouchers](#) [Orders](#) [Courses](#) [NAAC Certifications](#)

[In Progress](#) [Completed](#)

Title	Date enrolled	Status
<a href="#">Air Ambulance Elective</a>		Air Ambulance

Then click the title of the course you wish to complete

Next you will click the [▶ Start Course](#) button

Air Ambulance Elective

### Air Ambulance Elective

This lesson covers medical necessity and other hot topics in an era of increased scrutiny of air ambulance transportation.

\$40.00

### Air Ambulance Elective

Air Ambulance Elective

[▶ Start Course](#)



Then click 

Air Ambulance Elective / Air Ambulance

Your enrollment in this course has been recorded.

☰

Air Ambulance

Questions: 1  
Attempts allowed: Unlimited  
Available: Always  
Pass rate: 70 %  
Backwards navigation: Allowed

▶ Start Lesson

Once you start a lesson you must complete the lesson. The system will not track where you left off. If you leave a lesson before completing, you will need to start the lesson over when you resume the course.”

Upon completion of the lesson, there is no CEU certificate to enter. The course is automatically credited to your account. You can see this by clicking the NAAC Certifications tab

View

Edit

Course Vouchers

Orders

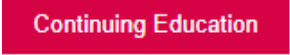
Courses


NAAC Certifications

Field Changes

NAAC Certifications

Continuing Education

Then click the  button. This is a list of ALL CEUs you have completed on the NAAC LMS or entered with a CEU Certificate.

You can enter CEUs from this screen as well by clicking the  button.