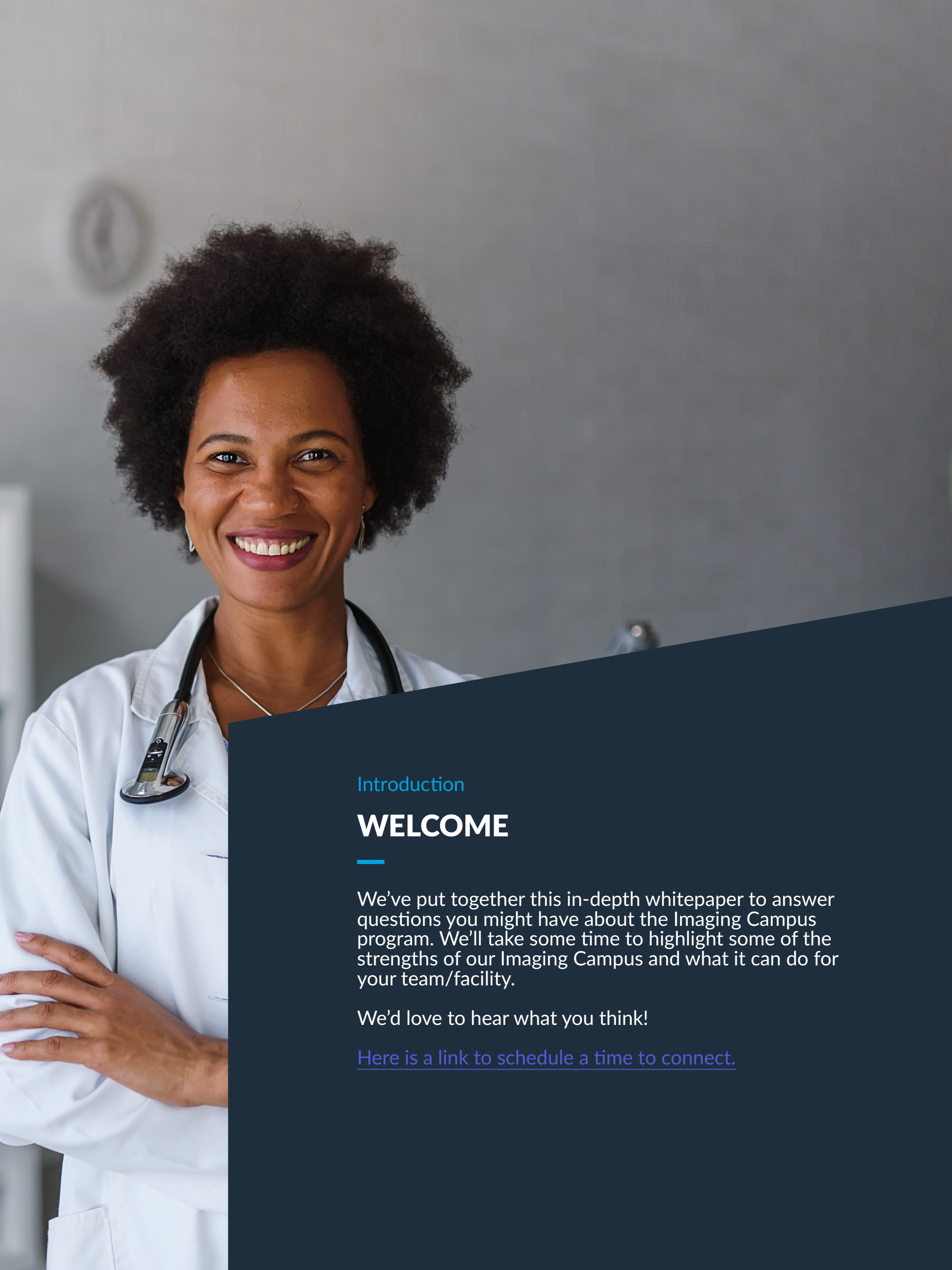# AltusLearn

Learn today, **Lead** tomorrow.

GETTING STARTED WITH AN IMAGING CAMPUS

Introduction

WELCOME

—

We've put together this in-depth whitepaper to answer questions you might have about the Imaging Campus program. We'll take some time to highlight some of the strengths of our Imaging Campus and what it can do for your team/facility.

We'd love to hear what you think!

Here is a link to schedule a time to connect.

Topics that will be

COVERED

—

What is an Imaging Campus

Problems Solved

    - Annually Required Compliance Education

    - ARRT CE Requirements

Getting Started

On-Boarding My Team | Implementing an Imaging Campus to my team

Recommended Courses for your Imaging Department

    - Compliance Courses

    - Bullying in the Imaging Department

Assigning Courses and completion dates to my team

Courses and Content

    - Annually Required Compliance Education

    - 200+ hours of approved ARRT CE credits

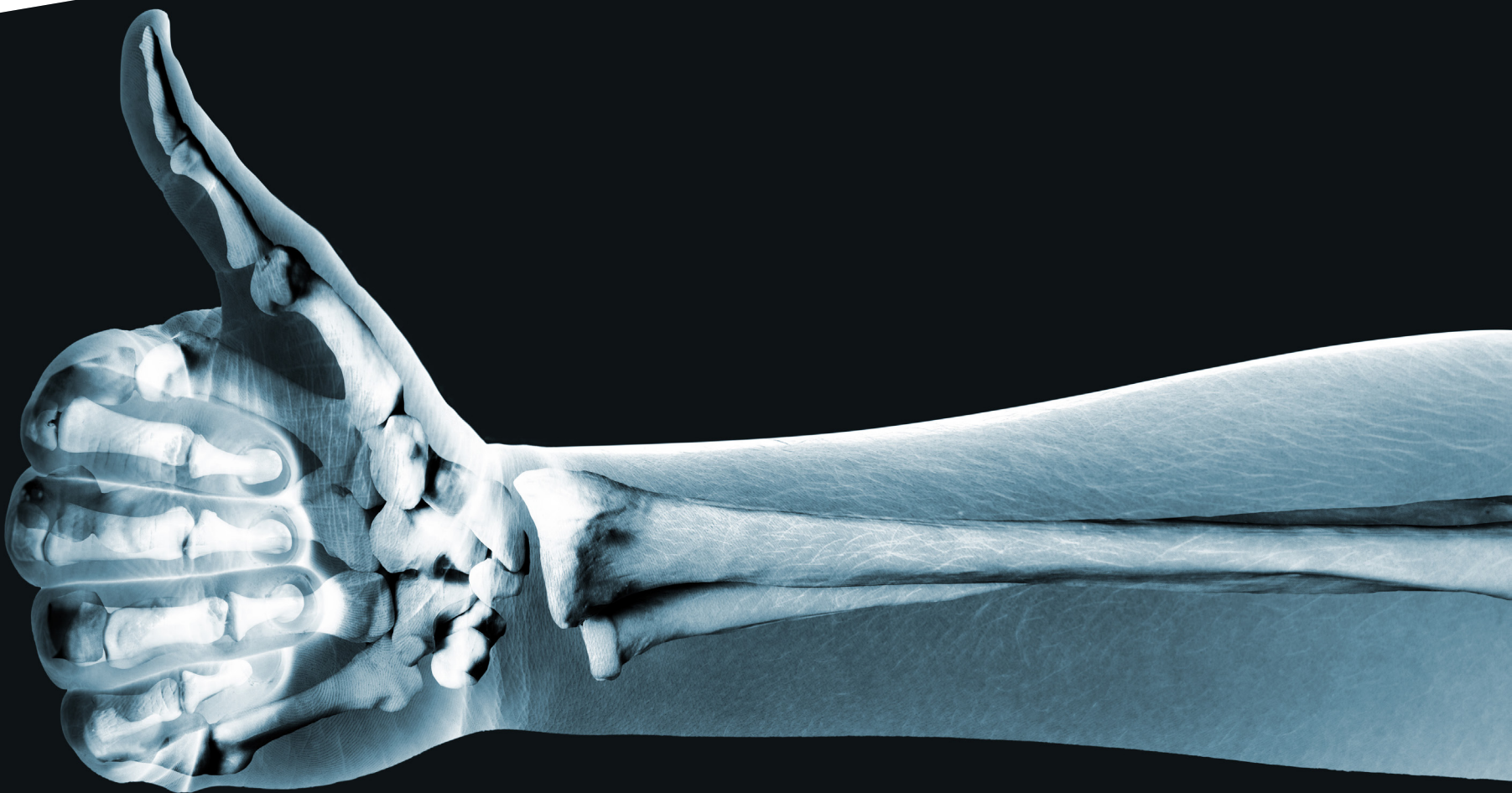**Adding Custom Courses for my team**

Topic

HOW IMAGING FACILITIES MEET ANNUALLY REQUIRED COMPLIANCE

—

Our goal is to make using an Imaging Campus a simple and great experience for Imaging Center Campus Administrators and the team members in the Imaging Centers.

The Imaging Campus is a great resource for Imaging Centers to easily meet the required annual compliance education requirements from **Accreditation Organization (AO)**. By meeting the compliance requirements, Imaging Centers help protect the safety of patients, staff and product billing reimbursement.

Imaging Campuses are not just a great tool for the Imaging Center, they're also great for the team members too. ARRT credentialed Imaging Technologists will have **access to over 200 + On-Demand courses worth ARRT approved CE credits** that can be used toward the technologists' ARRT license renewal. The Campus also has great features like the CE Wallet. The CE Wallet stores completed ARRT CE credits, and tracks compliance and CE credits needed for renewal.

TOPIC

PROBLEMS SOLVED

Meeting compliance requirements can be confusing and difficult. The required compliance education serves several purposes. Annual training is not only an important part of ensuring patient safety and the safety of your team members, it also affects reimbursement from private insurance companies and the Centers for Medicare & Medicaid Services (CMS).

For Imaging Centers to ensure they qualify for billing reimbursement they have to be accredited by an Accreditation Organization (AO). These include The Joint Commission, American College of Radiology (ACR) or the Intersocietal Accreditation Commission (IAC). You've likely heard of them, but you may not be familiar with their role.

Imaging Centers from time to time will receive an unannounced visit from CMS or an Accreditation Organization (AO) and will inspect your equipment and team training records. Accreditation Organization (AO) are **required to share information with CMS**.

An Imaging Campus is an easy way for Imaging Department Team leaders to ensure:

1.   Patient Safety
2.   Team Member Safety
3.   Provider Reimbursement

TOPIC (CONT.)

PROBLEMS SOLVED

Imaging Centers - Meet Annually Required Compliance Education

The Joint Commission, American College of Radiology (ACR), Intersocietal Accreditation Commission (IAC) and some modalities, States and municipalities require annual safety training for Fluoroscopic Radiation, CT Dose Optimization and Reduction, and Magnetic Resonance Imaging (MRI) for Level I and Level II staff.

Individual Technologist - Meet ARRT Educational CE Requirements

There are three options for meeting the CE Requirements. Only one option must be met to satisfy the requirements. The options are: (1) earn 24 CE credits that meet the criteria set forth by ARRT; (2) earn certification and registration in a primary discipline not previously held and for which the individual is eligible and which ARRT recognizes for this purpose; (3) earn post primary certification and registration not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose.

CE Requirements include earning 24 Category A or A+ credits of continuing education evaluated by a Recognized Continuing Education Evaluation Mechanism (RCEEM) or RCEEM+ or completing approved academic courses.

The CE Requirement is not dependent on the number of ARRT credentials held by the R.T. For example, an R.T. certified and registered in both radiography and mammography need earn only 24 credits per biennium for ARRT. The credits do not have to be specific to radiography or mammography but must be relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences. This does not address the CE Requirement for the Mammography Quality Standards Act (MQSA) of the Food and Drug Administration (FDA). If you have questions regarding the FDA MQSA requirements, please contact the FDA Mammography Hotline at (800) 838-7715 or www.fda.gov.

Reference Link: https://www.arrt.org/earn-arrt-credentials/ongoing-requirements

Topic

GETTING STARTED (THE BUYING PROCESS)
—

How do I set up my facility with a web-based training portal (Imaging Campus)?
You can start by calling (855) 258-8727 or visiting www.ImagingCampus.com and
submitting your information. An Imaging Campus can be established for a team of five,
a department of 100 or an institution with 5,000 team members. There is no team too
small or too large.

When you talk with AltusLearn, our team will ask you for how many Imaging
Technologists also referred to from time to time as Level II personnel (more common
for Magnetic Resonance Imaging) and Level I personnel (again more common for
Magnetic Resonance Imaging) these would include non-clinical department staff and
emergency responders. Your Imaging Campus pricing will be based on the number of
team members (Level I and Level II) and the subscription period (1, 2 or 3-years).

When you provide our team with the number of Level I and Level II team members a
quote can be provided within 24-hours. Upon approval, your Imaging Campus can be
setup and delivered to you within 24-hours.

PAYMENT OPTIONS FOR YOUR CAMPUS

AltusLearn doesn't require payment upfront but invoices are due upon receipt.
Payment can be made by check, credit or payment card.

TOPIC

ONBOARDING MY TEAM

—

Getting your team on-boarded is simple. When your Campus is ready a member of the AltusLearn team will send the instructions to the facilities point of contact(s). Those instructions will include the address for your facilities web-based training portal (Campus) and the Verification Code assigned to your Campus. Below is sample language to share the Campus with your team.

EMAIL TEMPLATE

Subject: Annually Required Compliance Training & Access to ARRT CE Credits

Team Member,

We have good news to share!

Our facility recently purchased an instance of the AltusLearn Imaging Campus. Our facilities new web-based training portal (Campus) has our annually required compliance needed to maintain our facility accreditation and also includes over 200 + approved ARRT CE credits that can be used toward your ARRT license renewal – we're excited to deliver this benefit to you!

Create your Campus user by doing the following:

1.   Go Here Campus URL:
2.   Click "Log In" and select "Sign Up"; If you already have an AltusLearn Network account you will be asked to login.
3.   Campus Verification Code:
4.   Complete your individual site profile.

If you have any issues getting your Campus user account setup, please let me know or reach out the AltusLearn's Imaging Campus Support Team at client.support@altuscampus.com or by phone at (855) 258 – 8727. The Campus Support Team is there to help us.

Completing your assigned education and adding ARRT CE credits you've earned to the Campuses CE Wallet is important, periodically we're required to pull staff reports on education and completions to share with our Human Resource and Compliance Department.

The sample email language above outlines the value an Imaging Campus brings to your team, directions on how to sign up and information on how to reach AltusLearn's Imaging Campus Support Team for any Imaging Campus Support issues. We've delivered over 100 Campuses to Imaging facilities like yours and our network has over 30,000 users – we've delivered an easy process to get started.

TOPIC

HOW WE RECOMMEND YOU USE THE CAMPUS | GOOD IMAGING CENTER PRACTICE(S)

—

We recommend selecting a date annually for your Imaging Department, sometimes this is the end of a particular month or the last day of the calendar quarter like March 31st, June 30th, September 30th or December 31st.

Once you've selected a date to meet your Imaging Centers annual compliance training goal. We recommend sending an email to your team to let them know the date. The notice should be sent 30 to 45 days from the annual education compliance goal date. In the notice you should mention that you will be assigning specific courses to your team to complete and they will receive notification from the Imaging Campus until the assigned courses are completed. The team member can also login to the Imaging Campus and see what courses they have assigned to them in their CE Wallet. The whole process is simple and intuitive.
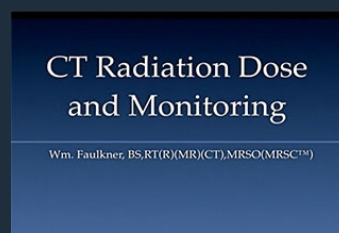
As the Campus Administrators you can pull reports on the activity of your team on-demand. We've received great review from users on the courses within the Campuses and recommend as a way to engage your team with assigning them a course to complete each month. We send out an email monthly to our Imaging Campus administrators with new courses and other interesting highlights. Bulk assigning a course to your team is simple. A good time to do this is when you get the monthly update from our Client Success Team.

RECOMMENDED COURSES FOR THE IMAGING DEPARTMENT

Radiation Safety

CT Dose Reduction

MRI Safety

ADDING CUSTOM COURSES FOR MY TEAM

If you have a custom course that you would like added to your facilities web-based training portal (Campus). Let us know and we can work with you get it setup and made available to your team.