

Name: _____

Welcome to SigmaCare! This document will guide you through accessing the Learning Center and taking the necessary lessons to learn how to use SigmaCare to perform your role at your facility.

Here are the instructions for ENROLLING in an online class:

Step 1. Click the SigmaCare link on your desktop or type the URL below into the Internet Explorer address bar:
<https://login.sigmacare.com/>

Step 2. Complete the following fields:

- Type your facility's account code into the **account** field. (**Account Code**)
- Type your username into the **username** field (*first initial and last name*).
- Type the password assigned by your facility into the **password** field. **Contact your supervisor for your password.**

The screenshot shows a login form with the following elements:

- Account:** A text input field with a red box around it.
- Username:** A text input field with a red box around it.
- Password:** A text input field with a red box around it.
- Destination:** A dropdown menu currently showing "Care Management".
- Buttons:** "Sign In" and "Forgot Password".

Step 3. Click **Destination** drop-down arrow.

The screenshot shows a close-up of the "Destination" dropdown menu. The text "Care Management" is visible, and a red box highlights the downward arrow on the right side of the dropdown.

Step 4. Select **Learning Center**.

The screenshot shows a close-up of the "Destination" dropdown menu. The text "Care Management" and "Learning Center" are visible. The "Learning Center" option is highlighted with a blue background and a red box.

Step 5. Click the **Sign In** button.



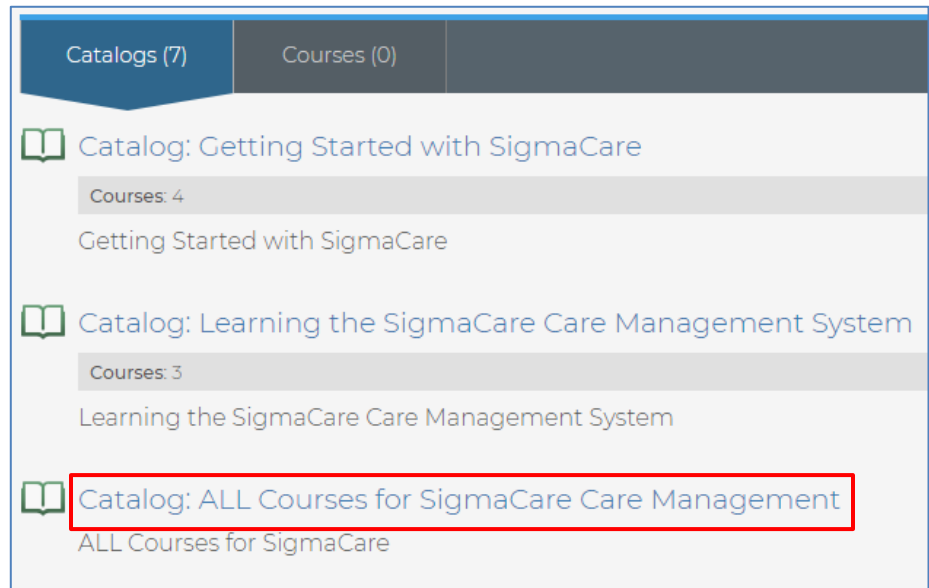
***Note:** If this is your first time logging into SigmaCare, follow the onscreen steps to do the following:

- a. Accept the End User License Agreement (EULA)
- b. Set your security questions
- c. Change your password

Step 6. Click **Course Catalog**.



Step 7. Click on the **ALL Courses from SigmaCare Care Management** catalog.

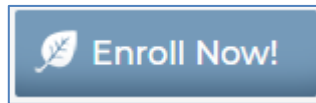


Step 8. Select the course you want to take.

Sub-Catalogs (0) Courses (4)

- Admissions**
☆☆☆☆☆
The course contains lessons to train the Admissions department on how to perform their most common tasks in SigmaCare.
- Ancillary (Dietary, Recreational Therapy, Rehabilitation, Social Services)**
☆☆☆☆☆
This course contains lessons that will train members of the Ancillary departments (Dietary, Recreational Therapy, Rehabilitation, Social Services) how to perform their tasks in SigmaCare.
- Nursing**
☆☆☆☆☆
This course will review how to perform necessary tasks in MatrixCare.
- Physicians**
☆☆☆☆☆
This course contains lessons that will train physicians how to perform their tasks in SigmaCare.

Step 9. Click the **Enroll Now!** button.







Step 10. Click **My Account**.



Step 11. Click the **Play** icon for the course you want to complete.

Note: Repeat step 11 for each lesson that needs to be completed or retaken.

Lessons

Name
 1. Getting Started with SigmaCare
 2. Dashboard and Resident Summary Basics
 3. Introduction to Admitting a Resident
 4. Transfers

The following is a list of all courses and lessons available in this catalog.
 Be sure to confirm required courses with your supervisor.

Basics

	Date Completed:	Duration (min)
<input type="checkbox"/> Getting Started with SigmaCare	_____	12
<input type="checkbox"/> Dashboard and Resident Summary Basics	_____	12
<input type="checkbox"/> Chart History	_____	8

Orders

<input type="checkbox"/> Order Entry Basics	_____	5
<input type="checkbox"/> Initiating an Order	_____	10
<input type="checkbox"/> Working with the SIG tab	_____	14
<input type="checkbox"/> Entering Administration Times	_____	12
<input type="checkbox"/> Working with Protocols and Clinical Monitoring	_____	13
<input type="checkbox"/> Entering Treatment and Monitoring Orders	_____	15
<input type="checkbox"/> Entering ICD-10 Diagnosis Codes on an Order	_____	15
<input type="checkbox"/> Entering an Initial Rehabilitation Order	_____	6
<input type="checkbox"/> Entering Dietary Orders	_____	4
<input type="checkbox"/> Complex Administration Schedules – Titration Orders	_____	10
<input type="checkbox"/> Complex Administration Schedules – Alternating Dose	_____	10
<input type="checkbox"/> Working with Groups of Orders	_____	14

Entering an Order Request (non-Nursing Staff)

<input type="checkbox"/> Entering an Order Request	_____	13
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Siging off on Orders

<input type="checkbox"/> Signing off on Orders	_____	11
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03 Entering an Order Request

Working with Physician Orders

<input type="checkbox"/> Discontinuing and Changing Orders	_____	8
<input type="checkbox"/> Phone Completing an Order Request	_____	7
<input type="checkbox"/> Holding an Order	_____	8
<input type="checkbox"/> Order Accuracy Check	_____	10
<input type="checkbox"/> Order Matching	_____	10
<input type="checkbox"/> Transmission Error Log	_____	8

Administration Record

<input type="checkbox"/> Managing your Administration Record	_____	10
<input type="checkbox"/> Documenting Administrations	_____	10

	Date Completed:	Duration (min)
<input type="checkbox"/> Documenting Not Administered and Corrections	_____	12
<input type="checkbox"/> Addressing Scheduling Issues	_____	7
<input type="checkbox"/> Managing your Treatment Pass	_____	15

<input type="checkbox"/> Therapeutic Interchange	_____	14
Using the Paper Administration Record	_____	
<input type="checkbox"/> Using the Paper Administration Record	_____	15
24 Hour Report	_____	
<input type="checkbox"/> 24 Hour Report	_____	10
Progress Notes	_____	
<input type="checkbox"/> Progress Notes	_____	10
Admissions	_____	
<input type="checkbox"/> Introduction to Admitting a Resident	_____	10
<input type="checkbox"/> Picking up a Partial or Readmission	_____	15
<input type="checkbox"/> Completing Admissions Orders	_____	10
<input type="checkbox"/> Completing Readmission Orders	_____	8
<input type="checkbox"/> Post Admission Tasks/Resident Chart Completion	_____	9
Transfers	_____	
<input type="checkbox"/> Transfers	_____	7
Discharges	_____	
<input type="checkbox"/> Performing Discharges in SigmaCare	_____	10
Working with Insurances	_____	
<input type="checkbox"/> Entering Insurances	_____	12
<input type="checkbox"/> Using Payer Source	_____	8
Rehabilitation (Rehab Therapists)	_____	
<input type="checkbox"/> Clarifying a Rehabilitation Order	_____	10
<input type="checkbox"/> Updating a Clarification Order	_____	5
<input type="checkbox"/> Entering a Rehabilitation Order Request	_____	5
Job Readiness (Nursing)	_____	
<input type="checkbox"/> Start of Shift	_____	8
<input type="checkbox"/> End of Shift	_____	5
<input type="checkbox"/> First Day using SigmaCare	_____	19

Care Plans

Care Plans in SigmaCare

Date Completed:	Duration (min)
_____	13

Clinical Assessments

<input type="checkbox"/> Viewing and Scheduling a Clinical Assessment	_____	6
<input type="checkbox"/> Filling Out a Clinical Assessment	_____	11
<input type="checkbox"/> Reviewing a Clinical Assessment	_____	3
*ONLY if you review or sign off on assessments		

MDS

<input type="checkbox"/> Introduction to the MDS in SigmaCare	_____	7
<input type="checkbox"/> Completing a Section of the MDS	_____	15
<input type="checkbox"/> Tools to Answer MDS Questions	_____	8
<input type="checkbox"/> Working with CAA's	_____	11
<input type="checkbox"/> Working with Care Plans to Address CAA's	_____	10

Nurse Instructions

<input type="checkbox"/> Nurse Instructions in SigmaCare	_____	4
<input type="checkbox"/> Adding and Updating Nurse Instructions	_____	13
<input type="checkbox"/> Reviewing Nurse Instructions	_____	5
<input type="checkbox"/> Managing CNA Documentation	_____	10
<input type="checkbox"/> Managing the Residents' CNA Assignment	_____	11

CNA Application Training Video

<input type="checkbox"/> Using the Kiosk	_____	24
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Updating CMS forms

<input type="checkbox"/> Updating CMS Forms in SigmaCare	_____	10
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Diagnostic Results

<input type="checkbox"/> Paper Requisition forms for Lab Orders ONLY	_____	3
<input type="checkbox"/> Codified Lab/Diagnostic Orders and Electronic Requisitions Only	_____	7
<input type="checkbox"/> Viewing Diagnostic Results	_____	9
<input type="checkbox"/> Matching Diagnostic Results	_____	6
<input type="checkbox"/> Reviewing Diagnostic Results - Nursing	_____	6
<input type="checkbox"/> Signing off on Diagnostic Results	_____	3
<input type="checkbox"/> Managing Lab Results for the System Administrator	_____	5

Document Management

<input type="checkbox"/> Loading Documents into SigmaCare	_____	9
<input type="checkbox"/> Managing Document Uploads	_____	13
<input type="checkbox"/> Managing Document Details	_____	8
<input type="checkbox"/> Viewing Documents in SigmaCare	_____	7
<input type="checkbox"/> Reviewing Documents	_____	6

Accidents and Incidents

<input type="checkbox"/> Entering an Accident and Incident	Date Completed: _____	Duration (min) _____
	_____	18

ICD-10 Conversion

- ICD-10 Conversion 7
- Entering ICD-10 Diagnosis Codes on an Order 12

Discharge Scripts

- Creating and Preparing Discharge Scripts 15
- Reviewing and Approving Discharge Scripts 5
- Printing and Submitting Discharge Scripts 7
- Managing Scripts after Resident Discharge 5

Controlled Substance Scripts

- Controlled Substance Scripts - Nursing 11
- Managing Controlled Substance Scripts - Nursing 11
- Controlled Substance Scripts - Physicians 11

SigmaCare Prescriber Mobile Application

- SigmaCare Prescriber Mobile Application 11

PointRight Interface

- Adding Vendor Credentials 5
- Submitting an MDS Assessment to PointRight 5
- Vendor Interface Activity for PointRight 5

Surveyor

- Printing the Resident Documentation (MAR/CNA) 15

Setup

- User Management 10

INTERACT

- INTERACT Tools 5

Chart Verification

- Introduction to Chart Verification 12
- Performing Chart Verification 12
- Performing Quality Assurance 10

Peer Mentor

- What is a Peer Mentor? 5
- Troubleshooting 7