NHA Abridged Tool Training

Read Me Document

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Version 1.01

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I. CBT Loading Instructions

The following steps need to be completed in order to successfully load and complete the NHA Abridged Tool computer-based training course after it has been downloaded from the SDPS.

1) Double click the NHASetup.zip file located in your H drive.
2) A "WinZip Self-Extractor" dialog box will appear.
   a) Make sure c:\ drive is entered under the "Unzip to folder"
3) Click the "Unzip" button.
   The zip file will be automatically extracted to c:\windows\temp
4) Using Windows File Manager or Explorer open c:\windows\temp\NHASetup
5) Double click the NHA install.exe icon.
6) A "Welcome to Install" message will appear.
   a) Click the "Next" button.
7) A "Destination Directory" dialog box will appear. *(NOTE: The installation program defaults to the C:\Program Files\Abridged CBT\NHA directory. It is recommended to use the default directory.)*
   a) Click the "Next" button.
8) A message, "This directory does not exist. Should setup create it for you?" may appear.
   a) Click the "Yes" button.
   b) Continue to step 5 if the message does not appear.
9) Click the "Typical Install" box.
10) The install wizard will complete the installation.
11) Click the "Finish" button.
   a) The CBT program will now be accessible via the Start menu.

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II. Course Suggestions

The NHA Abridged Tool computer-based training program was developed to be best viewed at an 800X600 pixel resolution. It is highly recommended that PC monitors are adjusted to this setting.

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III. Training Materials

Learner Materials
The CBT program is designed to support and reiterate aspects of the clinical help guidelines, general abstraction guidelines and revised core guidelines. The general abstraction guidelines are used by the CDACs to abstract all disease studies.

Prior to participating in the NHA CBT course, the following guidelines need to be printed:

- NHAClinical.pdf – 91 pages
- General.pdf – 29 pages
- RCO.pdf – 30 pages

Practice Cases

The practice cases are designed to evaluate the learner's ability to apply the clinical help guidelines and general abstraction guidelines in order to perform abstractions in cases with known answers.

- NHA Case 1.doc – 104 pages
- NHA Case 2.doc – 112 pages
- NHA Case 3.doc – 103 pages

The **learner materials** and **practice cases** for the NHA Abridged Tool CBT may be printed by accessing the directory C:\Program Files\Abridged CBT\NHA\PrintMe.zip through the Windows File Manager or Explorer.

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IV. Technical Help

If there are technical difficulties with the CBT course or there are any subject matter questions, please contact the CBT Administrator at *CBT@DynKePRO.com*.

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V. Course Completion

When the NHA CBT course has been completed, please email the Studentlog file, the trainee's name and the course title to *CBT@DynKePRO.com*. The Studentlog file is located under the directory C:\Program Files\Abridged CBT\NHA.

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