## Welcome to the MiCCSI LMS

Welcome to the Michigan Center for Clinical Systems Improvement (MiCCSI) LMS. LMS stands for Learning Management System, and we are using the LMS to provide our members and non-members with access to paid and free training.

Before getting started it would be best to have the following information available:

1. The **name of the practice you are working in** and if there are **more than one sites**, the **primary site**
2. The name of the **physician organization** or **medical group** your practice is part of.
3. Your **Work** Email Address
4. Bookmark the Login URL (https://www.miccsi-learning.org/#/public-dashboard)

Navigating the Login Screen
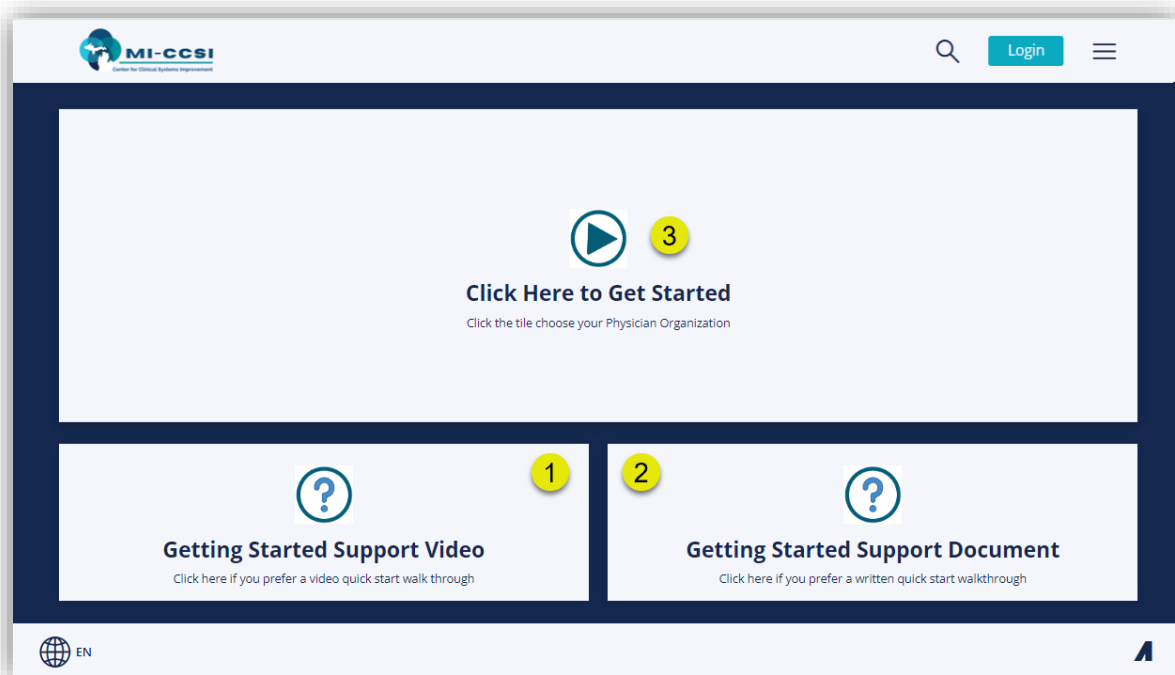
1. Offers you a Getting Started Support walkthrough in **Video** format
2. Offers you a Getting Started Support walkthrough in **Documented** format
3. Click this tile to start the User creation process in the LMS

Select your Physician Organization

When you click the tile called "**Click Here to Get Started**" a document containing a list of Member and Non-Member Physician Organizations will be launched.
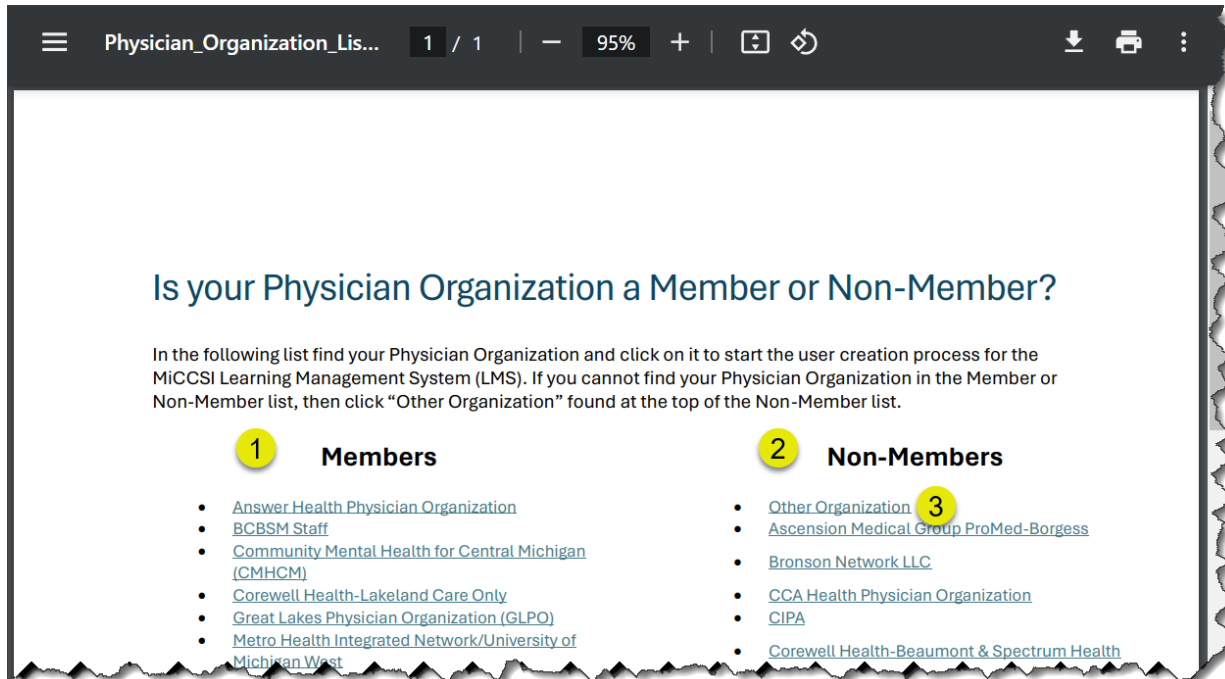
1. The Member list shows all the Physician Organizations (PO) that are Members of MiCCSI. If your PO is in this list, click the name to launch the user creation window

2. The **Non-Member** list shows all the Physician Organizations (PO) that are **NOT** Members of MiCCSI. If your PO is in this list, click the name to launch the user creation window

3. If you don't see your PO in the Member or Non-Member click the **Other Organization** link at the top of the Non-Member list to launch the user creation window

Sign Up

To use the key MemberForm, please sign up for a new account or login to an existing one.

First Name   *Required*

Last Name   *Required*

Email   *Required*

Password   *Required*

Re-enter Password   *Required*

Role   *Required*

Choose your Role from this list

Practice   *Required*

Physician Organization   *Required*

Choose your Physician Organization from this list

Credential   *Required*

Sign Up

Return To My Dashboard

Enter your **First Name**

Enter your **Last Name**

Enter your **Email** address **ensuring there are no typos** as this will affect the LMS' ability to message you

Enter your preferred **Password** again ensuring no typos

Re-enter your preferred **Password**

Choose your **Role** from the list of roles in the drop-down. If you don't see your role select Other Clinical or Other Non-Clinical

Enter the name of your **Practice**

Choose your **Physician Organization** from the drop-down list

Enter you're your **Credentials** or "Not Applicable" if you do not know your Credentials
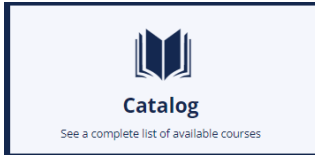
Click the "**Sign-Up**" button to complete the User Creation process

Click "Return to My Dashboard" if you need to restart the process

In the top left corner of the LMS Learner Portal, you will see a **MiCCSI logo** which appears in the same spot of each Learner Portal screen. When you click on the **logo**, you will be brought back to the home screen of the Learner Portal.


When you first enter the MiCCSI LMS, click the **Catalog** tile to see a list of available **Live Instructor Led** and **recorded OnDemand** Courses. You will notice that free courses allow enrollment, while course with prices require purchase. When you enroll into a course, the course will be moved from the "**Catalog"** into the "**My Courses**" tile.
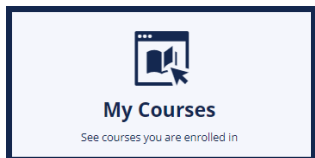

When you click on the **My Courses** tile, you will see each course you have enrolled into. Once you are enrolled into a course the **Enroll** button of the course becomes a **Start** button. Once you have started the course, the **Start** button becomes a **Resume** button and once you have finished a course, the **Resume** button becomes a **Completed** button.
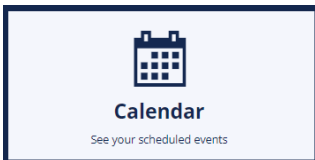
The **Calendar** tile is used to **show due dates for courses** as well as **Instructor Led course details** (including time and Webinar information. In addition to showing on the LMS Calendar tile, they also appear in your PC calendar.
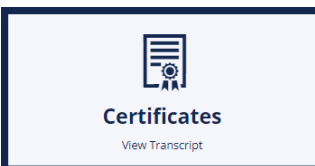
Clicking the Certificates tile, will open a listing of all certificates you have acquired as well as list you course completion progress.
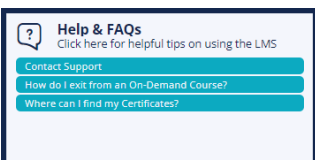
Clicking the **Help & FAQ** (Frequently Asked Questions) will provide you with help tips as well as FAQs and their answers. This list of questions should evolve as more and more users access the MiCCSI LMS.

Registering for Billing & Coding Course

Click on the **Catalog** tile to access available courses.

Select the Actualizing PDCM and PH CM Billing and Coding training and click on the **Enroll** button.

You are now enrolled into the course. To continue the registration and complete the prework, click the **Start** button.

A Course Content Page will open listing the components of the course. Click on the **Billing and Coding (Self Study) Start** to get started.

You will be redirected to a series of 4 videos that comprise the Self Study. You must watch each video in its entirety before proceeding. This should take about 20 minutes to complete.

Self-Study Billing and Coding Module

After viewing the videos, click on **Exit Course** in the top right corner to exit out of the prework.

You will return to the **Course Content** page. You will now be allowed to sign up for a live training session by clicking the **VIEW** button.

Choose your desired session by clicking on the **ENROLL** bar.

Upcoming Sessions

MARCH 2025	2025-03-04
4	**8:00 AM - 12:30 PM** (EST)
	Instructor: Lynn Klima Sue Vos
	Location: Virtual Zoom Meeting - https://zoom.us/j/2291227046?pwd=ZDZzNmx0eEZwMXh6aHZFRThmUzRrdz09
⊖ Not Enrolled	

Enroll

Class Size:	20
Seats Remaining:	17
Starts:	March 4, 2025 8:00 AM EST
Ends:	March 4, 2025 12:30 PM EST

APRIL 2025	2025-04-01
1	**8:00 AM - 12:30 PM** (EDT)
	Instructor: Lynn Klima Sue Vos
	Location: Virtual Zoom Meeting - https://zoom.us/j/2291227046?pwd=ZDZzNmx0eEZwMXh6aHZFRThmUzRrdz09
⊖ Not Enrolled	

Enroll

MAY 2025	2025-05-06
6	**8:00 AM - 12:30 PM** (EDT)
	Instructor: Lynn Klima Sue Vos
	Location: Virtual Zoom Meeting - https://zoom.us/j/2291227046?pwd=ZDZzNmx0eEZwMXh6aHZFRThmUzRrdz09
⊖ Not Enrolled	

Enroll

You have successfully registered for the Billing & Coding Training! You may add the date to your calendar by clicking on the Add to Calendar bar. You may also cancel or reschedule on this page.

APRIL 2025	2025-04-01
1	**8:00 AM - 12:30 PM** (EDT)
	Instructor: Lynn Klima Sue Vos
	Location: Virtual Zoom Meeting - https://zoom.us/j/2291227046?pwd=ZDZzNmx0eEZwMXh6aHZFRThmUzRrdz09
◯ Not Started	

Add to Calendar | Cancel Session

You may also view training materials and other resources by returning to the **Course Content** page and clicking on **Resources** tab

Course Content   **Resources**

Click the Down Arrow for Additional Details

During this live training course, the participant will gain knowledge on the foundation of
Managers (PDCM) for adult, family, and pediatric clinics will benefit from this training. An

Course Content