

MSQ31.2 – Training Plan

Optum Rx provides a comprehensive training program that includes curriculum and course materials to support the Training Plan approved by the State. The Training Plan will record all training activities throughout the life of the engagement. Our training program is to assure the targeted audience's educational success.

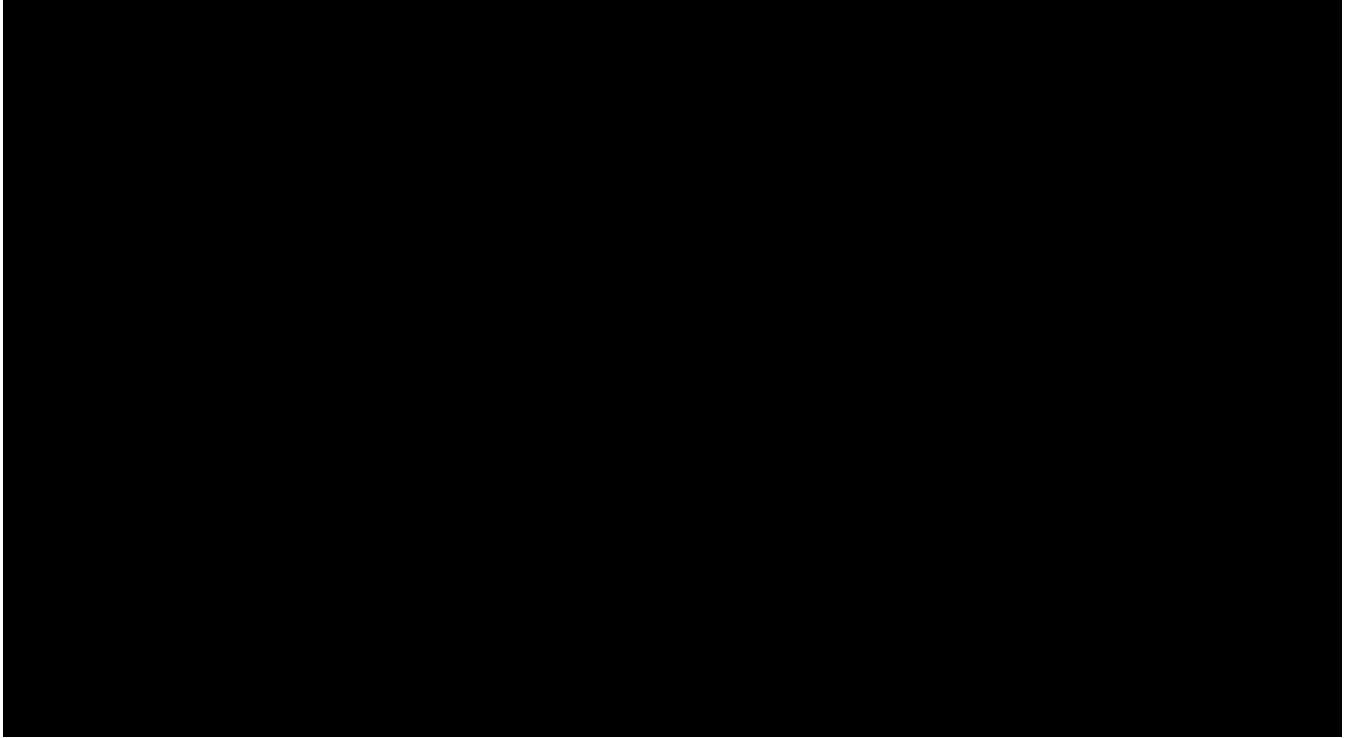
Optum Rx understands training is a key to success. We offer many methods of training and education, including a web portal, virtual educational programs using online meeting tools, targeted documents and communication, and on-site training as needed.

Optum Rx assures that all curricula and materials are comprehensive and professionally written for the State staff consumption. New training material can be created for each training session based on the need and approved by the State prior to utilization. Training materials offered include some of the following but may not be limited.

- Training manuals
- Instructor guides
- User manuals
- PowerPoint presentations
- Standard Operating Procedures
- Operational system documentation
- Payer sheet specification documents that follow the latest NCPDP version
- Assessments to assure understanding of the training material and learning objectives

Optum Rx offers a secure file-sharing SharePoint site that will store all approved training materials, scripts, curriculum, reference materials, and other documentation to facilitate easy access by the State staff. All information is continuously updated to maintain accuracy.

In addition to State specific training plans and materials, Optum Rx makes available a library of standard training videos and documentation on our products for State users through the Client Portal. This screenshot below is an example of just one area of training available to State users.





RxTrack[®]

Product User Training Guide

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RxTrack Overview

The RxTrack application is powered by Cognos and allows RxTrack clients zero footprint access to predefined or custom reports for their data through a secure internet connection. The predefined or custom reporting provides clients high end graphical reporting with robust scheduling and distribution options.

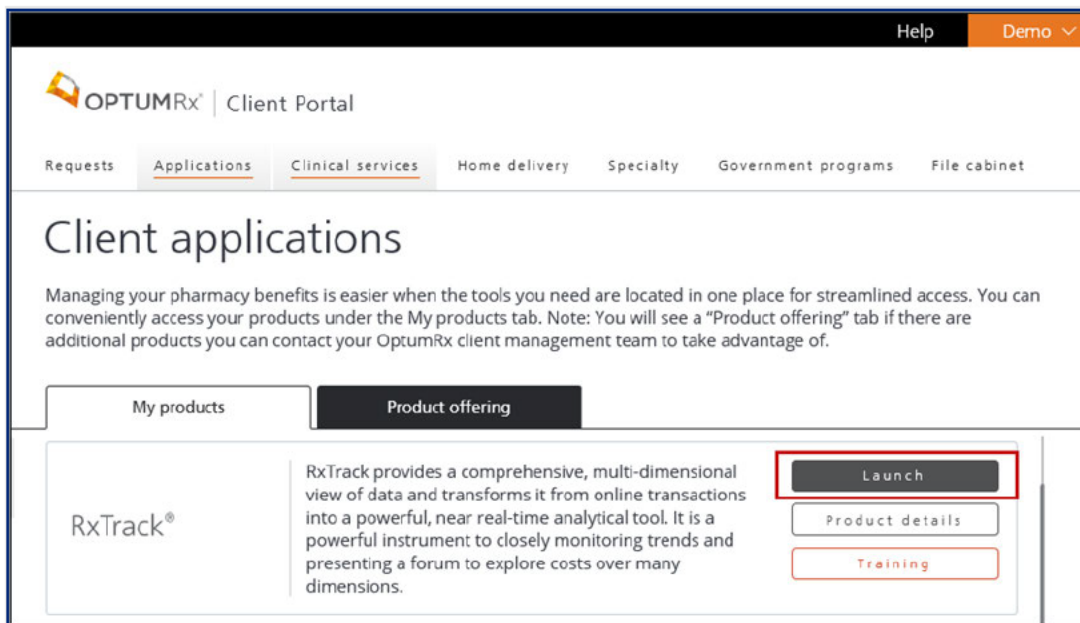
The RxTrack Portal provides predefined and custom reporting over the same data available through the RxTrack **IDW** Data Warehouse.

Log On

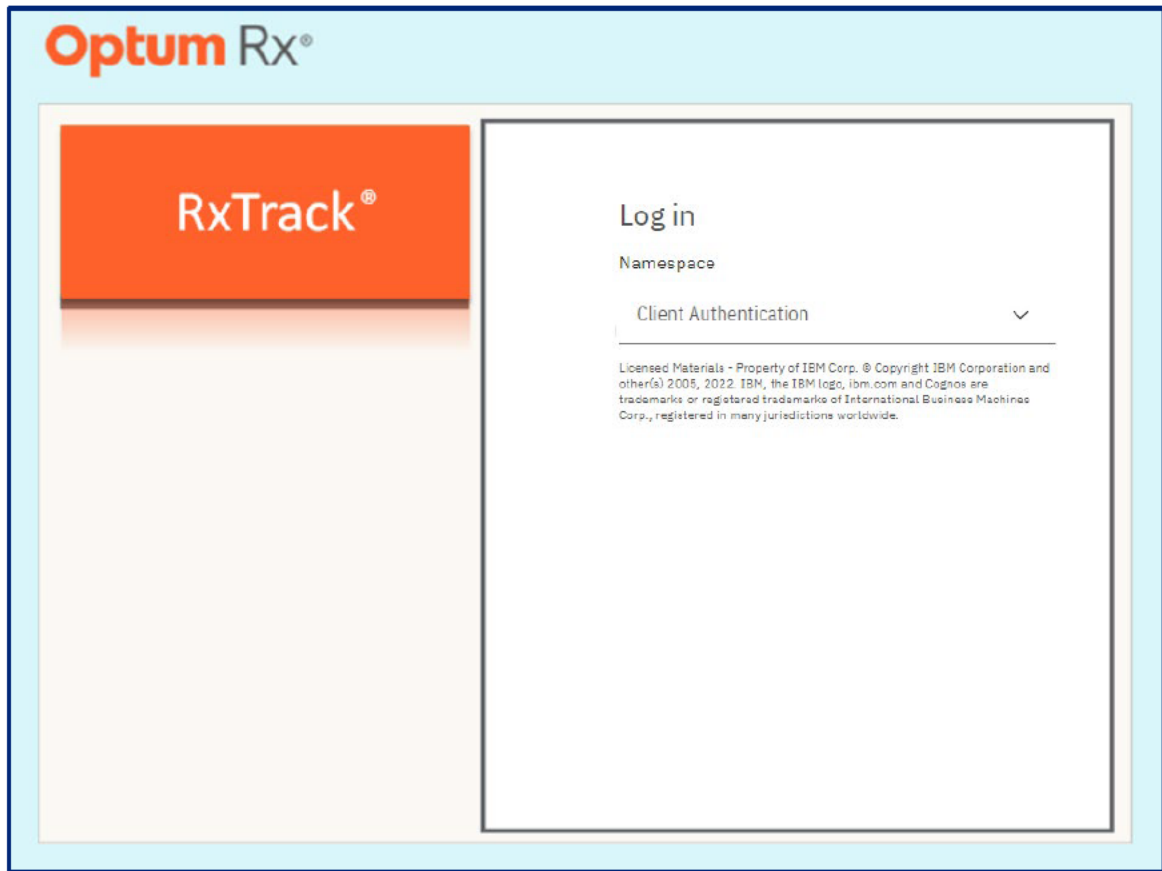
RxTrack supports only authenticated user access. To use RxTrack as an authenticated user, you must successfully log on. During the logon process, you must provide your credentials, such as your iSeries user ID and password.

To log onto RxTrack:

1. Click **Launch** to open RxTrack from the Client Portal.



2. From the RxTrack Log on page, click Client Authentication.



Note: This is a single sign on using the credentials passed from Client Portal. If you have not logged into the Client Portal first, you will be prompted for your OneHealthCareID and password.

Logging Off

Log off to end your session. The session ends automatically if the browser is closed without logging off. It is recommended to log off within the RxTrack tool. The application automatically logs off if the session has been idle for over five minutes.

To log off RxTrack, click the Log off link in the top row of the portal. (This command toggles on and off. Click the drop-down arrow to make the selection.)

To log off RxTrack, click the  in the top right of the portal. Click the words “Log out” at the bottom of that menu.

