HOW TO DO THE CODING COURSE

Register

1) Follow the link we shared in our course invitation email and register for the course.

2) After you register, write down your username and password so you can use it later.

3) All training materials are available online. To make things easier, those materials are in this folder for offline learning. The tests <u>must</u> be done on the website where you registered.

Step 1

1) Open the Step 1 folder

2) Open the MDS Manual and read the contents. Note: this is manual has not been updated for Sierra Leone yet. You will notice that it mentions India. It is the correct PDF.

3) Review the Cardinal Symptoms PDF. Verbal Autopsy surveyors call them Key Symptoms.

4) Go online and do the multiple choice quiz. Use the manual to help you. You must get 20/25 to pass.

5) After you pass the quiz, you will get an email. This may take up to 24 hrs.

Step 2

1) Open the Step 2 folder

2) Open the Module 1 folder and double click the file called "index". The course will open in Chrome. The course works well in Chrome and Firefox. It doesn't work well in Internet Explorer.

3) After you complete the module, practice using the "Cause of Death Worksheets" PDF

4) Go online and do the Coding Exam. If you are unsure how to use the coding software, read the "Physician Coding Manual" PDF.

5) After you pass the coding exam, you will get an email. This may take up to 24 hrs.

Step 3

1) Open the Step 3 folder

2) Open the Module 2 folder and double click the file called "index". The course will open in Chrome. The course works well in Chrome and Firefox. It doesn't work well in Internet Explorer.

3) Go online and do the Reconciliation Exam. If you are unsure how to use the reconciliation software, read the "Physician Reconciliation Manual" PDF.

4) After you pass the reconciliation exam, you will get an email. This may take up to 24 hrs. This is the final online step.

Step 4

1) We will contact you to arrange a call with one of our senior physicians to review updates to the coding guidelines and other changes that are important to know.

2) You have passed the course and are now eligible to code records.