
Program Requirements

- Operating systems and hardware compatible with running current version of items below.
- Adobe Acrobat Reader v9.0 or higher (current version recommended)
- Current compatible media player and speakers to view videos
- Approximately 125 MB memory if you wish to copy files (including video) onto your computer or storage device

Instructions for Use

- If you are receiving the Training Manual via the MCOL Download Center, download instructions will be emailed to you. During the download, you will need to decide upon the location in your computer where to download the files.
- You will want to ensure the associated files (tman2017.pdf, mcprimer17.wmv and tmoverview17.wmv , and the readme.pdf if you wish) remain in the same directory in order to preserve the navigation.
- All Training Manual content, except the videos is provided in the pdf file: tman2017.pdf. Navigation links are provided throughout the Training Manual, in addition to the navigation tools provided with your adobe acrobat reader. The navigation links will advance you to the different modules from the main menu, as well as within each module. You can advance page by page using the adobe acrobat navigation tools.
- When selecting the videos from the menu, an adobe confirmation message will appear will when you click the applicable video link. You will need to confirm you wish for your media player to be launched.
- Printing is enabled for the Training Manual pdf file, but you will want to specify specific pages or print ranges to print, as opposed to printing the entire document, due to the number of pages in the document (many printers would not be able to handle printing the entire document at one time.)

- The Interactive Quiz linked to the Intro to Managed Care module in the Training Manual is actually located in the back portion of the pdf file, with links to and from the quiz and each respective chapter. The Interactive Quiz is designed to be used via the navigation links, and not by navigating page by page with the adobe navigation toolbars. Should you wish to scroll sequentially through the quiz and review an answer key, a Quiz Summary text is provided at the end of the last chapter (14) in the Intro to Managed Care module. The Quiz Summary is linked from the Intro to Managed Care menu.
- If you are having difficulty in viewing the videos, there might be several reasons why the presentations are not being successfully viewed. These could include that you do not have a media player, or you do not have a current, compatible media player, or that you do not have the minimum system requirements to run the media player. Remember, you will also need speakers or headphones connected to your system. Should you have difficulty hearing the video, you should adjust your media player or system's volume control, and enable or increase the volume.

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Managed Care Training Manual

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