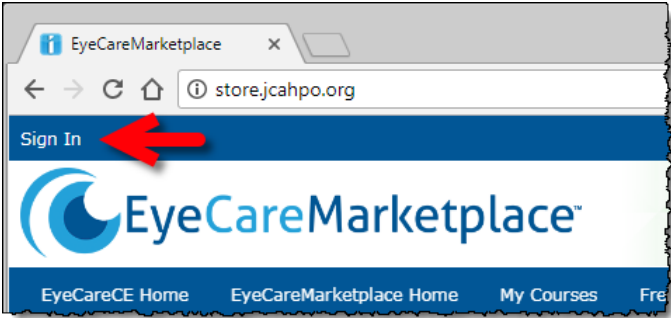
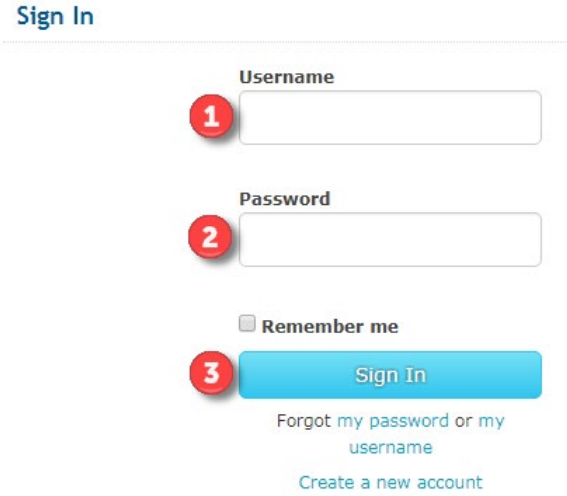


# CLINIC STAFF GUIDE

## How to Use IJCAHPO's Clinic CE Subscription Coupon to Order Online Courses

### Ordering a Course

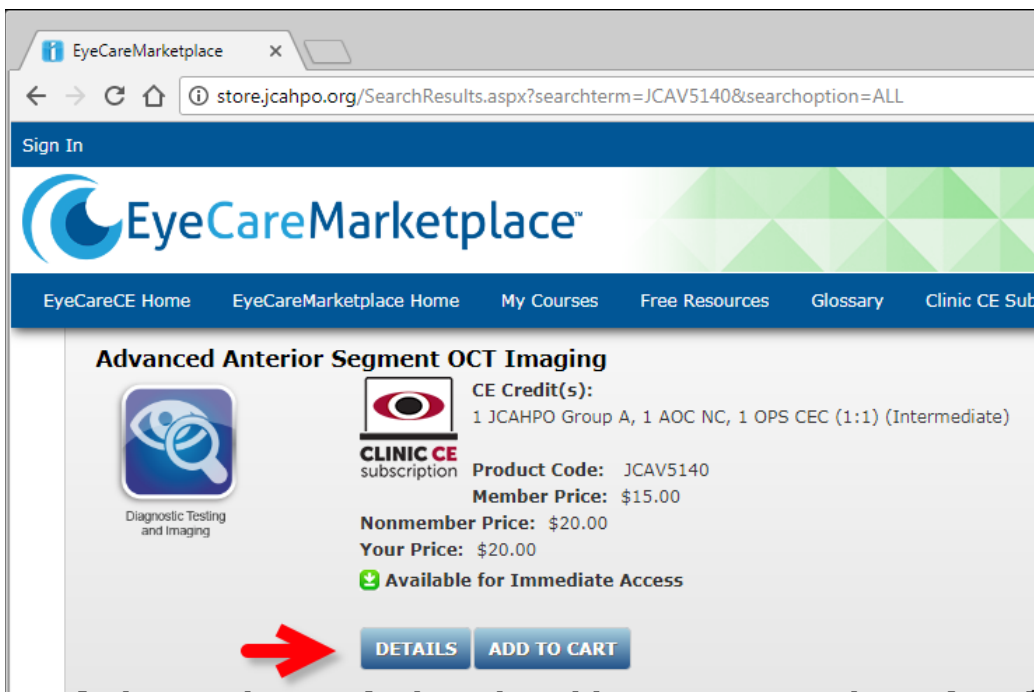
STEP	ACTION
1.	Go to <a href="https://store.jcahpo.org">https://store.jcahpo.org</a> .
2.	Click <b>Sign In</b> in the upper-left corner of your window. 
3.	Enter your Username and Password, and then click <b>Sign In</b> . 

4. Click **Subscription Course List** to view a list of all eligible Clinic CE Subscription courses.



**NOTE:** Be patient as it may take a few moments to display.

5. Click **DETAILS** for additional information about each Clinic CE Subscription course.



**NOTE:** All eligible Clinic CE Subscription courses are identified by the following icon:

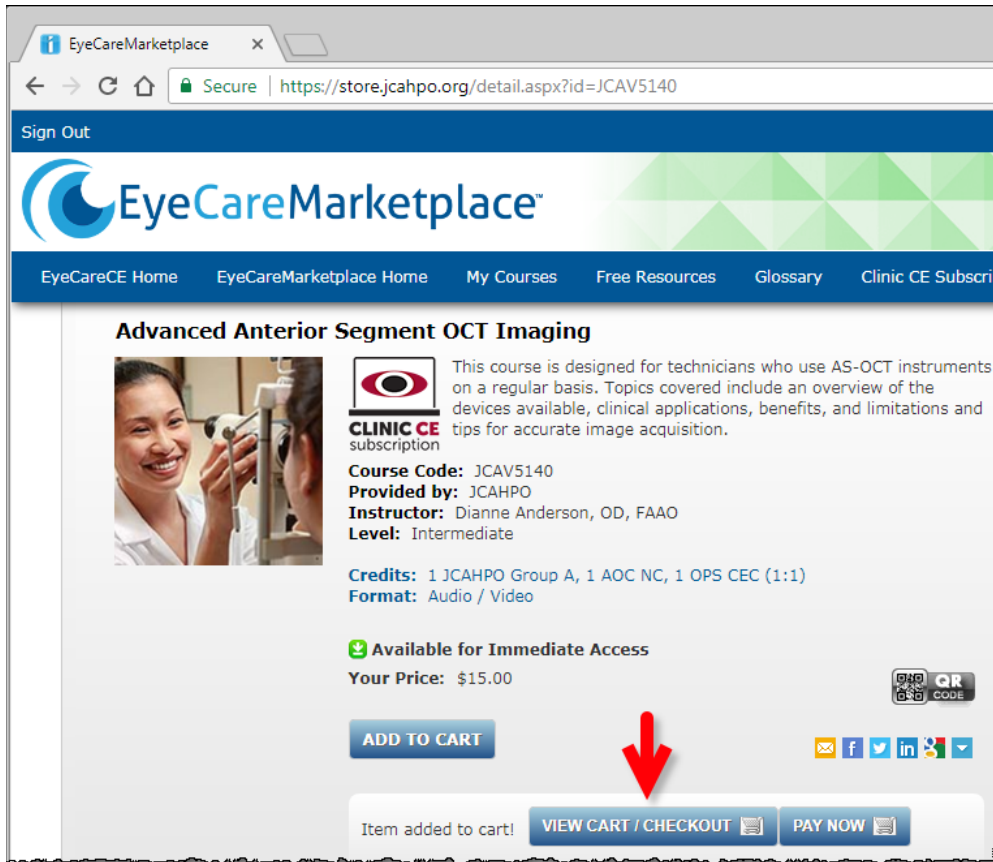


6. Click **ADD TO CART** to order the course.




**NOTE:** To ensure a speedy transaction, we recommend limiting the number of courses in your cart to 10.


















7. When you are ready to complete your order, click **VIEW CART/CHECKOUT**.



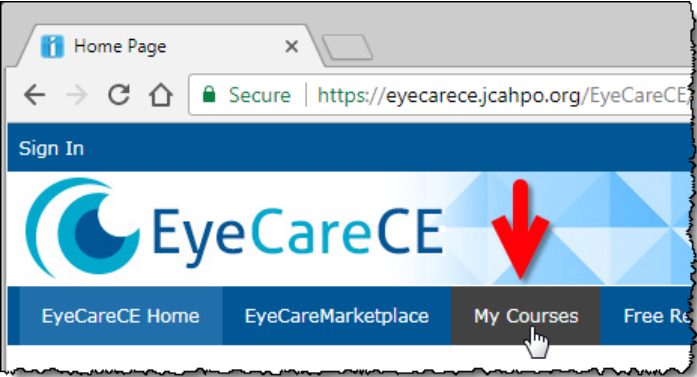
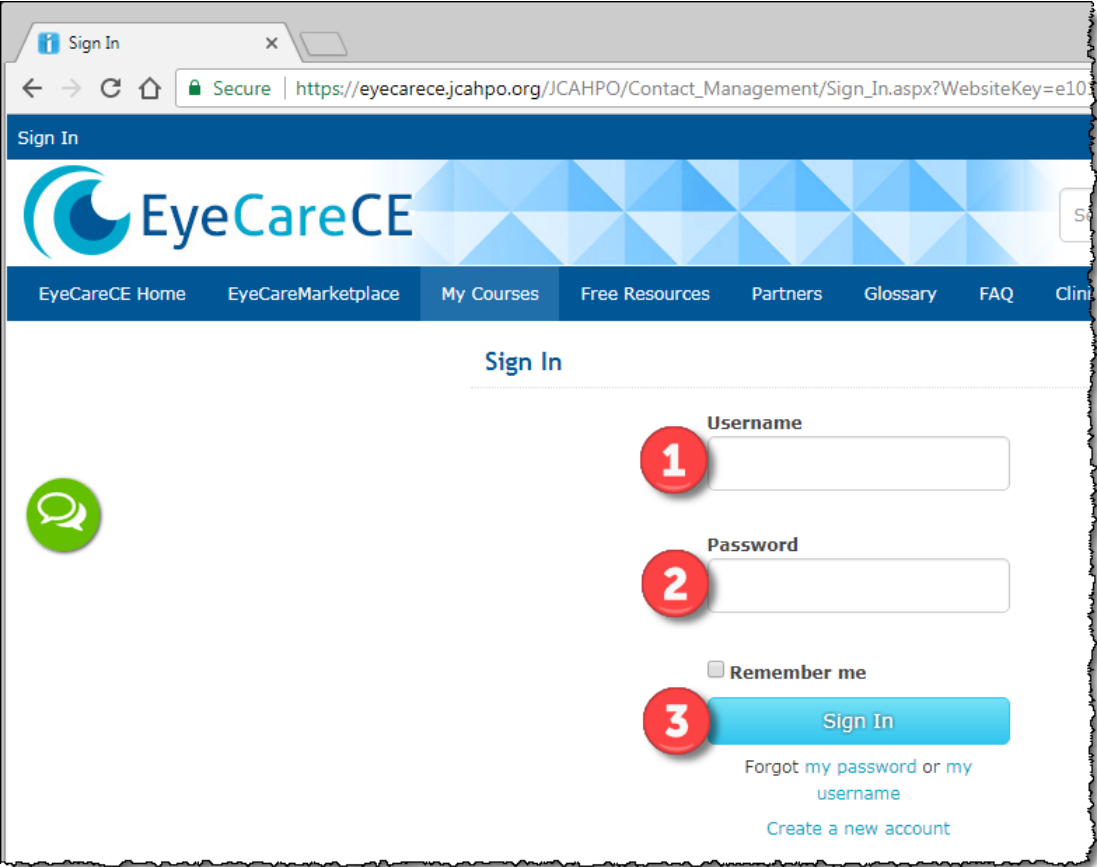
8. Enter your clinic's coupon code in the **Coupon Code** field and then click **APPLY**.  
Coupon Code: \_\_\_\_\_ (Write your coupon code here for future reference.)

Qty	Item Description	Total Price
Delete	 <b>Advanced Anterior Segment OCT Imaging</b>	\$15.00
Coupon Code: <input type="text"/>		<input type="button" value="APPLY"/>
		<b>Subtotal:</b> \$15.00
		<b>Shipping:</b> \$0.00
		<b>Handling:</b> \$0.00
		<b>Tax:</b> \$0.00
		<b>Total:</b> \$15.00

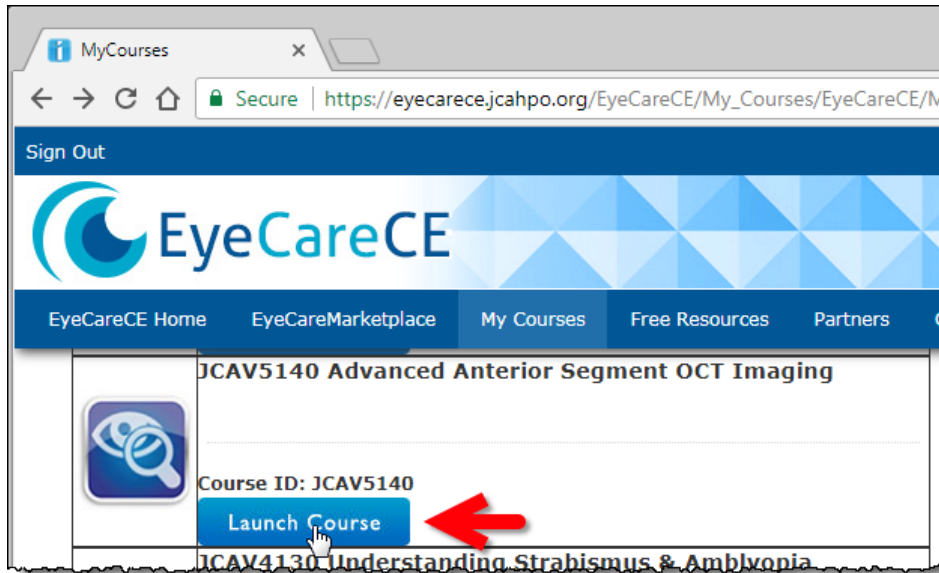
**NOTE:** It is not necessary to complete this step each time you add a course to the cart. It is only required when you are ready to check out.

<p><b>8. (cont.)</b></p>	<p><b>NOTE:</b> After the Coupon Code has been applied, you will see that the price of each course has been deducted.</p> <table border="1" data-bbox="300 273 1323 861"> <thead> <tr> <th>Qty</th> <th>Item Description</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>Delete</td> <td> <b>Advanced Anterior Segment OCT Imaging</b></td> <td>\$15.00</td> </tr> <tr> <td>Delete</td> <td>Coupon:  Free for </td> <td>(\$15.00) </td> </tr> <tr> <td colspan="2">Coupon Code: <input type="text"/> <input type="button" value="APPLY"/></td> <td></td> </tr> <tr> <td colspan="2"></td> <td><b>Subtotal:</b> \$0.00</td> </tr> <tr> <td colspan="2"></td> <td><b>Shipping:</b> \$0.00</td> </tr> <tr> <td colspan="2"></td> <td><b>Handling:</b> \$0.00</td> </tr> <tr> <td colspan="2"></td> <td><b>Tax:</b> \$0.00</td> </tr> <tr> <td colspan="2"></td> <td><b>\$0.00</b> </td> </tr> </tbody> </table> <p><b>NOTE:</b> If this is not the case, confirm the following:</p> <ul style="list-style-type: none"> <li>• Was the Coupon Code entered correctly?</li> <li>• Has the Coupon Code expired? (Your Administrator can confirm this.)</li> <li>• Are all of the courses Clinic CE Subscription eligible?</li> </ul>	Qty	Item Description	Total Price	Delete	 <b>Advanced Anterior Segment OCT Imaging</b>	\$15.00	Delete	Coupon:  Free for 	(\$15.00) 	Coupon Code: <input type="text"/> <input type="button" value="APPLY"/>					<b>Subtotal:</b> \$0.00			<b>Shipping:</b> \$0.00			<b>Handling:</b> \$0.00			<b>Tax:</b> \$0.00			<b>\$0.00</b> 
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		<b>Tax:</b> \$0.00																										
		<b>\$0.00</b> 																										
<p><b>9.</b></p>	<p>Click <b>PLACE ORDER</b>.</p> <div style="text-align: center;">   <input type="button" value="CONTINUE SHOPPING"/> <input type="button" value="PLACE ORDER"/> </div>																											
<p><b>10.</b></p>	<p>Click <b>PLACE ORDER</b> again. After a few moments, a receipt for your order will appear (a copy of the receipt is automatically emailed to the address listed in your account as well).</p> <div style="text-align: center;">   <input type="button" value="CONTINUE SHOPPING"/> <input type="button" value="VIEW CART / CHECKOUT"/> <input type="button" value="PLACE ORDER"/> </div> <p><b>NOTE:</b> A copy of the receipt is automatically emailed to the email address listed in your account as well.</p>																											
<p><b>11.</b></p>	<p>Please wait a few moments for your receipt to appear.</p>																											

## Taking an EyeCareCE Course

STEP	ACTION
1.	Go to <a href="https://eyecarece.jcahpo.org">https://eyecarece.jcahpo.org</a> .
2.	Click <b>My Courses</b> . 
3.	If prompted, enter your Username and Password, and then click <b>Sign In</b> . 

4. Click **Launch Course** to begin taking the course.



**NOTE:** In order to earn CE Credit for each course, you must pass the Quiz with a score of 80% or higher **AND** complete and submit the Curriculum Evaluation.