

RQI Partners HeartCode BLS CPR Instructions

INSTRUCTIONS: Print this document for reference as you work through the steps:

Step 1: Read Through These Important Instructions

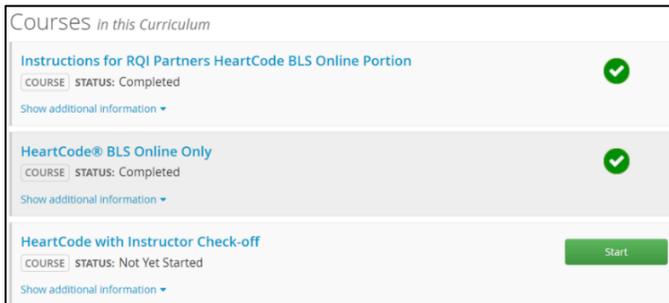
- Completion of the online portion is required prior to scheduling the Instructor led check off session.
- The Instructor Led Check off Session **will remain locked** until components of the online portion are complete.

Step 2: Open and Complete the HeartCode 2025 BLS Online Portion

- Do not use Internet Explorer as the browser.
- You will need speakers or headphones for this course.
- Steps to Complete the Program:
 - Access and complete the cognitive portion; Complete the program survey; Download your Certificate of Completions; and Claim your CME/CE continuing education credit.
- If you have any technical difficulty with the online portion, contact the **Help Desk at (231) 935-6053**.

Step 3: Schedule the HeartCode Instructor Led Skills Check-Off

- Upon completion of the *HeartCode BLS Online Only* portion, you will be able to schedule a time to complete the **HeartCode with Instructor Check-Off**.



Click on Start.

- Click on the **Choose Class** button.
- Find a class date and time **for your facility** listed that works with your schedule. (Note example)

HeartCode with Instructor Check-off LIVE CLASS LOCATION: Otsego Memorial Hospital:Board Room OPEN SEATS: 2	Wed Jan 27, 2021, 11:30am ET - Wed Jan 27, 2021, 12:00pm ET	Register
HeartCode with Instructor Check-off LIVE CLASS LOCATION: Munson Medical Center:- CFCC Conference Room 3 OPEN SEATS: 1	Thu Jan 28, 2021, 8:00am ET - Thu Jan 28, 2021, 8:30am ET	Register

- Click on the **Register** button.
- A confirmation message will appear on your screen.
- Add date and time to your calendar.

Step 4: Attend the HeartCode with Instructor Check-Off Appointment

- Your BLS skills will be observed during this time following the AHA BLS Skills Testing Checklist.

If you do not show up for your Hands-On skills appointment, you will be charged \$15.00.

Step 5: Access your BLS eCard via your Munson Outlook Email

- The email sender will be ecards@heart.org. Double-click the email subject.
- Follow the instructions provided in the email to access your eCard. Note: It is a secure email. You will create a security question and answer, and agree to AHA's Terms of Use.
- To **ensure access to your eCard in the future**, print or forward the email message to your personal email account.