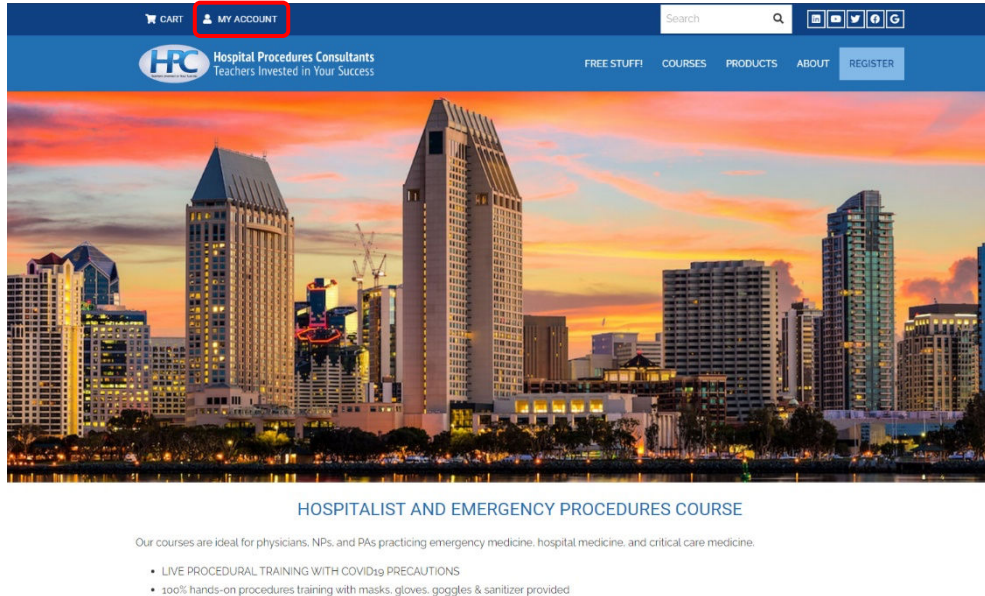# Accessing your HPC Account and Online CME Course

1. Go to www.hospitalprocedures.org
2. Click on **"My Account"** on the home page

3. **Login** using your email address and password
   (If you do not remember your password, click "Lost your password?")

4. Within "My Account" click on "**Online Courses**" to access the Online CME Course

Certified Online Course Provides CME Credit

- Complete each lecture module, ensuring you answer all of the questions.
- Pre-Tests, Videos and Quizzes **must be taken in sequential order**.
- Pre-Tests do not count for final score and can be skipped by clicking the "Mark Complete" button.
- Quizzes require an 80% or better score to pass and move on to the next section.
- Follow these steps for each module
  - Click Pre-test
  - Click "start quiz"
  - Answer the 5 questions
  - Click "Finish quiz"
  - Click "Mark Complete"
  - Click video lesson
  - Watch lecture
  - Click "Mark Complete"
  - Click quiz
  - Answer the 5 questions
  - Click "finish quiz"
  - Click "Next section"
- Once all are completed, you will be provided details on how to obtain your CME credits.

5. A CME certificate will be available at www.cmeuniversity.com following your completion of the course evaluation.

PLEASE COMPLETE ONLINE COURSE PRIOR TO ATTENDING THE LIVE SIMULATION COURSE

6. The **Non-certified** Online Course is for students who want to audit the course and browse select lectures. This option allows you to select lectures in any order but does **NOT** allow you to receive CME credit.