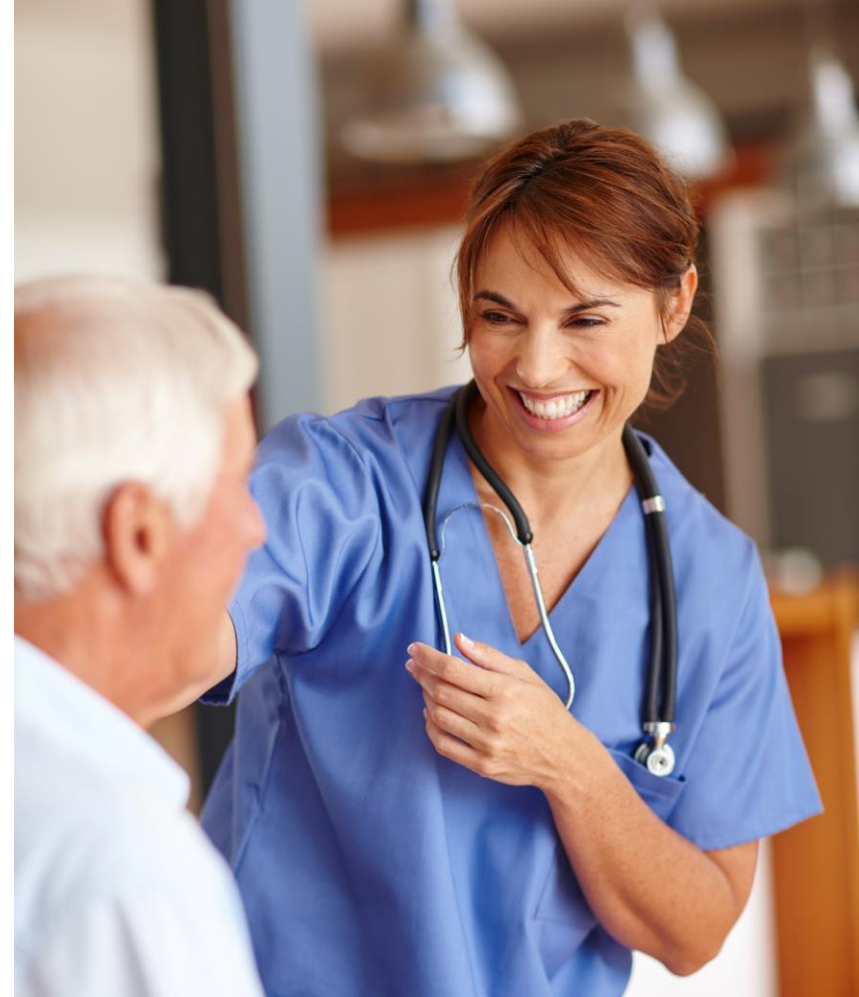# HEALTH CARE
AUTHORITY

Training Schedule
February and March

INVESTING FOR TOMORROW, DELIVERING TODAY.

FEBRUARY TRAINING SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 How Do I Complete Individual Billing or Individual Billing MCO Only Applications Training (Covers Signature)	5 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	6	7 How Do I Update a Business License
10	11 How Do I Complete Rendering, Rendering MCO Only, Rendering-S, or Disaffiliation Applications Training (Covers Signature)	12 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	13 Provider Open Office Hours	14 Taxonomy Q&A
17	18 How Do I Complete an MCOR Application Training (Covers Signature)	19 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	20 IHS Provider Open Office Hours	21 How Do I Update a Business License
24	25 How Do I Complete Group Billing or Group Billing MCO Only Applications (Covers Signature)	26 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	27 FQHC Provider Open Office Hours	28 Taxonomy Q&A

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MARCH TRAINING SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 How Do I Complete Individual Billing or Individual Billing MCO Only Applications Training (Covers Signature)	5 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	6	7 How Do I Update a Business License
10	11 How Do I Complete Rendering, Rendering MCO Only, Rendering-S, or Disaffiliation Applications Training (Covers Signature)	12 Introduction to Provider and PED Enrollment System Training (Workspaces, Privileges, Dashboards)	13 Provider Open Office Hours	14 Taxonomy Q&A
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HOW TO SING UP

- **To sign up for Instructor-Led Virtual Training**

    1. Select the Library on the left-hand side of the screen
    2. Select "Provider and PED Enrollment System"
    3. Select desired topic:
        - Introduction to Provider and PED Enrollment System
        - Taxonomy
        - Applications in Provider and PED Enrollment System
    4. Select desired course within the selected Topic
    5. Select the desired Instructor-Led Training
    6. Review and register for the desired Instructor-Led Training

- LMS User Guide- https://www.hca.nm.gov/wp-content/uploads/Learning-Management-System-Participant-User-Guide-for-Training.pdf

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