

Instructions for completing Inservices on-line through the All Stat Home Health website

All Stat Home Health provides inservices for Home Health Aides, Certified Nursing Assistants, Personal Care Assistants, Homemakers, and Companions on our website

To access the inservices, go to **www.allstathomehealth.com** and click on "**Employee Lounge**" which is a tab at the top of every window. Then click on "**Inservices**" which is located in the list on the left side of the screen.

There you will find a scrolling list of 18 inservices available for staff. HHA's, CNAs, and PCAs are required to complete 12 inservices for the agency. Homemakers and Companions are only required to complete 6 inservices.

We provide 18 inservices because CNAs need to complete 18 inservices per year to meet state requirements for maintaining their certification. Note: CNAs must only complete 12 inservices for our agency, but are supposed to complete 18 inservices to keep their certification valid with the state.

To scroll the window simply move your cursor over the "up or down arrows" located on the right side of the window. You do not need to click on the arrows.

You must complete a brief quiz on each inservice to ensure that you have understood the material. You can take the quiz directly through our website or come in to the office.

To Download a file, simply click on the file you wish to download. Your computer should automatically download the file to your computer. Double click on the image of the file on your computer and the file should be displayed on screen. Depending upon how your computer is set up, the file may open automatically upon download. If you cannot locate the file on your computer, search your computer using the Find File function (On PC's - Start Menu - Find - Files or Folders / On a Macintosh - Command F or File Menu - Find) and enter the name of the file you downloaded. Some inservices have multiple downloads.

To take the Quiz for any given inservice, simply click where it indicates the Quiz following the downloaded pages. For example, the "M1 - HIPPA Quiz" appears in the list following the M1-HIPPA Inservice Download pages. Complete all fields on the Quiz and click "Submit" at the bottom of the page. The Quiz will be sent to us directly and we will be notified by email to retrieve it, grade it and put it in your file.

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