

## Medication Administration – Train the Trainer Registration & Payment

In order to register a student for the Train the Trainer course you must use two (2) separate websites:

(1) Course Registration: <https://medsadmin.myodp.org/>

Payment:

<https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM>

(2)

### SUMMARY INSTRUCTIONS

**Trainer/Trainer Candidate creates a registration in Meds Admin Site.**

- a.) Verifies that all personal and employer information is correct, including email address, phone number, employer (agency) name, and primary contact.
- b.) When registration is complete, Primary Contact should receive an employee request that Trainer candidate is registered and system is waiting for payment.

**Primary contact goes to payment site (to go directly to the Meds Admin copy the link below:)**

<https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM>

- a.) Primary contact creates Trainer/Trainer Candidates Payment profile. **ALL** information entered in the profile is that of the Trainer/Trainer Candidate taking the course. The name, email address, etc. entered is that of the person who is taking the course; **NOT** the person paying for it. The only other name entered is the name on the credit card when the system asks for the credit card number.
- b.) Pricing is based on whether the course is to be a **NEW** course or a **RECERTIFICATION** course.
  - a. A **NEW** course is either \$415.00 or \$65.00 depending on the chapter.
    - a.) Adult Training Facility – 2380, Vocational Facility – 2390, Intellectually Disabled – 6400, 6600 are \$65.00.
    - b.) Personal Care Homes – 2600, Assisted Living Residences – 2800, Child Residential and Day Treatment Facilities – 3800, Adult Day Services – Chapter 11 are \$415.00
  - b. The **RECERTIFICATION** course is \$55.00

**\*\*This entire process is to get the Trainer or Trainer candidate ready to take the course which is the reason to enter only the Trainer's name throughout registration and payment.**

## **DETAILED INSTRUCTIONS**

The **1<sup>st</sup> website is the Meds Admin site** for course registration which will also be used to access the online course and **the 2<sup>nd</sup> website** is used in order to make **payment**. The Trainer Candidate will have two separate profiles as a result, again one in the Meds Admin System and another one in the payment system.

### **Meds Admin site (Course /Registration site):**

The candidate most likely will already have a profile in the Meds Admin site.

<https://medsadmin.myodp.org/> **1.** The trainer candidate should only have 1 profile in this system.

- a. If your trainer candidate has more than 1, use the profile that includes his or her previous training even if that means that you have to edit the profile to include the current employment. If you do not follow this step you or the Trainer candidate will often get billed an incorrect, and often higher, amount in the case where the Trainer candidate is planning to **Recertify**.
- b. As the Primary Contact, you can **Choose** to register the Trainer Candidate for the course or the trainer candidate can do this for himself or herself instead.
- c. Once the Trainer candidate is registered for the course there should be a notification to the Primary Contact to make the payment. (\*Payment is made on a different website and requires a different profile, including a different username and password, for each trainer candidate. As the Primary Contact, **do not attempt to create the profile(s) in your name. Doing so will delay confirmation of payment in the Meds Admin system and will delay in the start of the online course.**)

## **Course Registration(s) for Dina Trainer**

Course Fee: \$55.00	Registration ID# 8760	<b>Admin Tips:</b> <ul style="list-style-type: none"><li>• Use the Full Application button to view all the information.</li></ul>
Course Fee: \$415.00		
Payment Status: Waiting for Payment Primary Contact: Leah Primary	<input type="button" value="Full Application"/>	

**“Waiting for Payment” will remain until the payment is made and reconciled between the two sites**

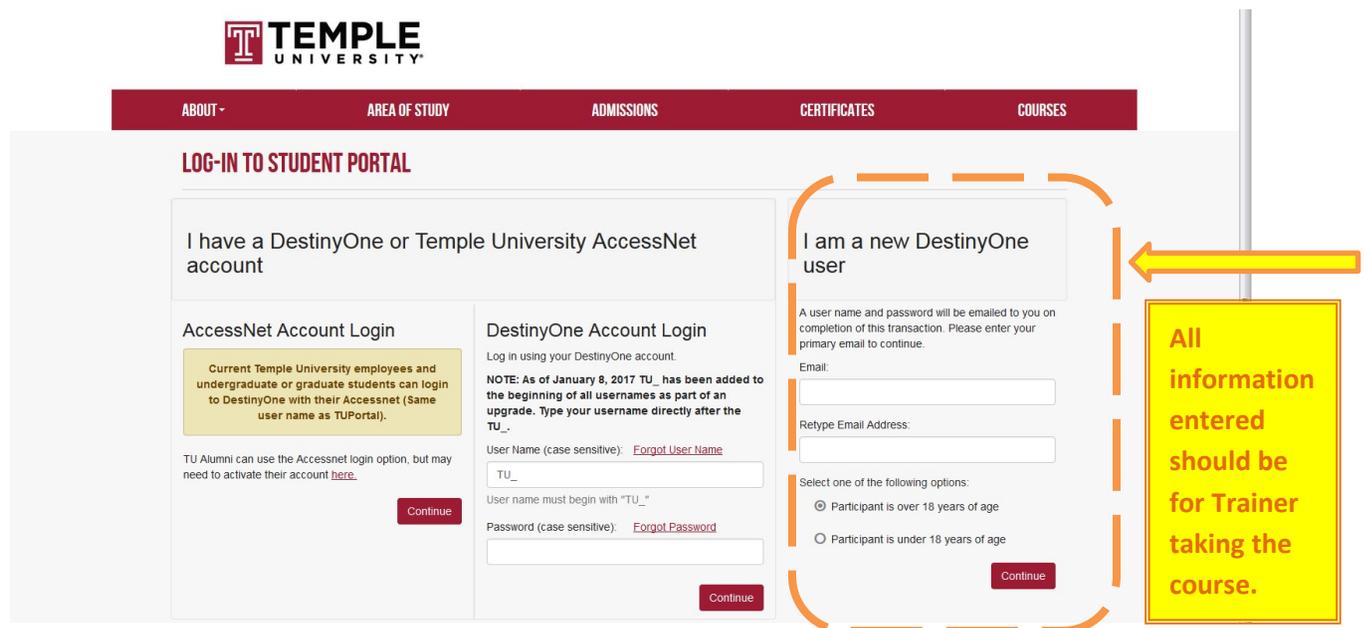
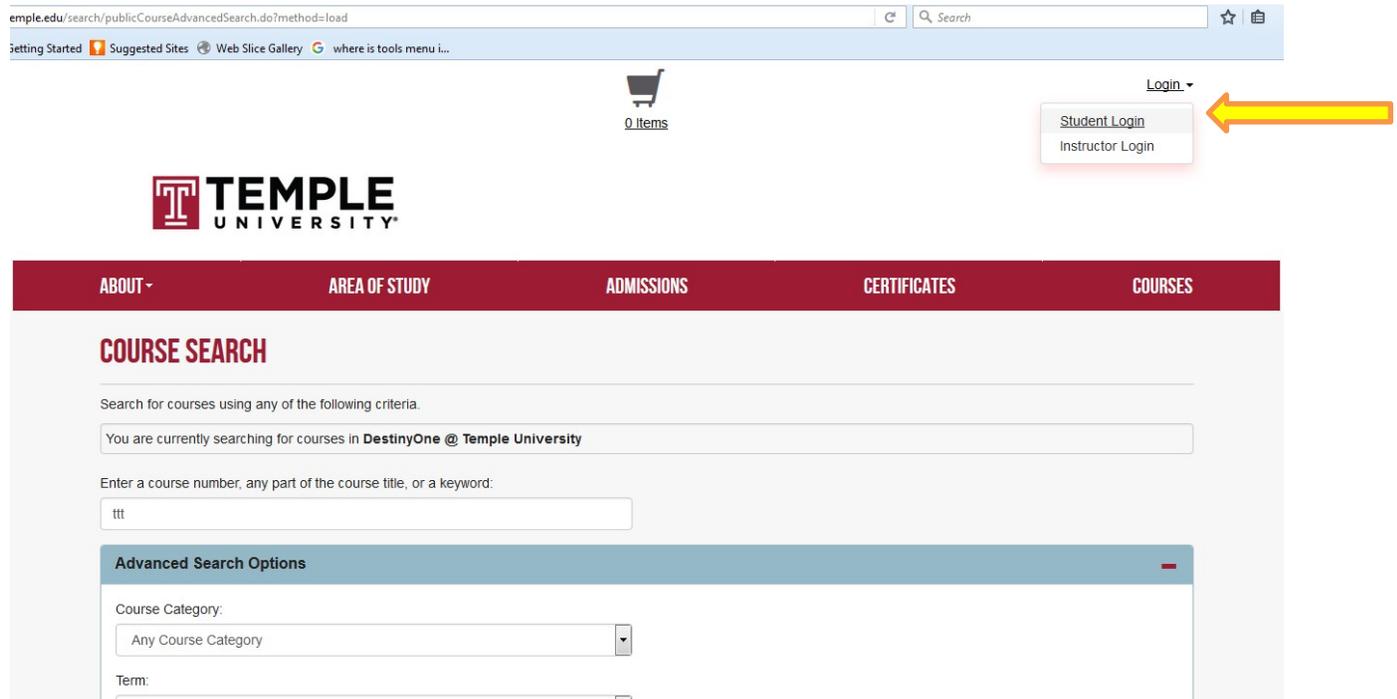
### **Payment Site: \***

Even though the trainer candidate has a profile in the Meds Admin site, this is a different website. A profile must be created **for the trainer candidate** in this website in order to correctly complete the payment process.

<https://noncredit.temple.edu/search/publicCourseSearchDetails.do?method=load&courseId=3612726&parentSite=HBGMEDADM>

2. At the payment site (using the link above) you as the Administrator or Primary Contact must create a profile for the Trainer Candidate. **\*Do not create the profile in your name even if your name is on the credit card, unless you are also the Trainer Candidate.** The registration CANNOT be processed in your name (as the Primary Contact) because the Trainer Candidate registration in step 1 is in the name of the Trainer

Candidate. If the payment is made in the wrong name, the profile has to be changed (manually) before the Trainer Candidate payment can be acknowledged. (see picture below)



When making a payment, add the Train the Trainer course to the cart. You are not able to select the chapter here. In a later step at CHECK OUT, you will select your CHAPTER or the RECERTIFICATION option.

A. If you have only one person to pay for:

- i. Add the course to the cart
- ii. Start and Complete the profile using information for the Trainer Candidate (see picture above)
- iii. In the CHECK OUT section, be sure that you SELECT your chapter or SELECT the Recertification option so that you are billed the proper amount. If your billed amount does

not match the amount above from the Meds Admin system, the process will be delayed as the transaction cannot be processed until both amounts match.

- iv. The system will later give you the option of providing Billing information where you use a credit card number and the actual name on the card (even though the name on the card is your name and not the trainer candidate.)

ABOUT - AREA OF STUDY ADMISSIONS CERTIFICATES COURSES

Search Results | Search Again

## HBMEDADM0001 - MEDICATION ADMINISTRATION TRAIN THE TRAINER COURSE

Delivery Options: Online with In-Person Meetings

### Description

**Required:** All trainer candidates must currently be employed in one of the eligible licensed settings for a minimum of six months before taking the trainer course.

**PAYMENT PROCESS – GENERAL INFORMATION:**

**Save Time – Do Not Enter YOUR Name in the Profile if you are not taking the course:**

*If you are paying for an employee or co-worker to attend the training, please complete the profile information in the name of the staff member or co-worker and enter your name only in payment information as the name on the credit card.*

Registering for the Course

- Navigate to <https://medsadmin.tiu11.org/cms/>
- Click **Registration and Login**
  - Enter in your user credentials
    - If you are a new registrant click register
    - Follow the on-screen steps to create an account
- If you need any support for **Registering** you may go to the FAQ section on the Medication Administration website for instructions: <https://medsadmin.tiu11.org/cms/> or you may go to the Meds Admin helpdesk: <https://matp.on.spiceworks.com/portal>

**\*\*Record your Meds Admin login to access the course after payment\*\***

Paying for the course

- Click **Add to Cart**
- Click **Checkout**
- Payment for your chapter...**
  - Select your enrollment option and any optional training materials
  - Be sure that you select your **enrollment option** (Your chapter i.e **Vocational Facility**) or select **Recertification** to be charged the **correct amount** and **save time**.

**\*\*Review the cart total. If the amount is wrong, or the enrollment option is not what you want please review/correct your choice.\*\***

- Click **Checkout**

### Enroll Now - Select a section to enroll in

HBMEDADM0001 - 012	Spring 2017	Online with In-Person Meetings	Available																		
<a href="#">Add to Cart</a>																					
Section Title:	Payments: Medication Administration Train the Trainer Course																				
Type:	Online, self paced																				
Dates:	Jan 06, 2017 to Jun 02, 2017																				
Delivery Options:	Online with In-Person Meetings																				
Course Fee(s):	<table border="0"> <tr> <td>HBMEDA - Comm. Homes for Intellectual Disabilities non-credit</td> <td>\$65.00</td> </tr> <tr> <td>HBMEDADM - Adult Day Services non-credit</td> <td>\$415.00</td> </tr> <tr> <td>HBMEDADM - Adult Training Facility non-credit</td> <td>\$65.00</td> </tr> <tr> <td>HBMEDADM - Assisted Living Residence non-credit</td> <td>\$415.00</td> </tr> <tr> <td>HBMEDADM - Child Res. and Day Treatment Fac. non-credit</td> <td>\$415.00</td> </tr> <tr> <td>HBMEDADM - Int. Care for Intellectual Dis. non-credit</td> <td>\$65.00</td> </tr> <tr> <td>HBMEDADM - Personal Care Homes non-credit</td> <td>\$415.00</td> </tr> <tr> <td>HBMEDADM - Re-certification non-credit</td> <td>\$55.00</td> </tr> <tr> <td>HBMEDADM - Vocational Facility non-credit</td> <td>\$65.00</td> </tr> </table>			HBMEDA - Comm. Homes for Intellectual Disabilities non-credit	\$65.00	HBMEDADM - Adult Day Services non-credit	\$415.00	HBMEDADM - Adult Training Facility non-credit	\$65.00	HBMEDADM - Assisted Living Residence non-credit	\$415.00	HBMEDADM - Child Res. and Day Treatment Fac. non-credit	\$415.00	HBMEDADM - Int. Care for Intellectual Dis. non-credit	\$65.00	HBMEDADM - Personal Care Homes non-credit	\$415.00	HBMEDADM - Re-certification non-credit	\$55.00	HBMEDADM - Vocational Facility non-credit	\$65.00
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HBMEDADM - Vocational Facility non-credit	\$65.00																				

To the right  
→  
More  
directions

To the left  
←  
Course Fees  
for each  
chapter  
  
Click Add to  
Cart , then  
Check out

**CART**

Keep Shopping

## Courses

HBGMEDADM0001 - 012 - Payments: Medication Administration Train the Trainer

## Enrollment Options:

- HBGMEDADM - Assisted Living Residence \$415.00
- HBGMEDADM - Personal Care Homes \$415.00
- HBGMEDADM - Child Res. and Day Treatment Fac. \$415.00
- HBGMEDADM - Adult Day Services \$415.00
- HBGMEDADM - Int. Care for Intellectual Dis. \$65.00
- HBGMEDADM - Adult Training Facility \$65.00
- HBGMEDADM - Vocational Facility \$65.00
- HBGMEDA - Comm. Homes for Intellectual Disabilities \$65.00
- HBGMEDADM - Re-certification \$55.00

## Selected Enrollment Option:

 HBGMEDADM - Assisted Living Residence  
 Online with In-Person Meetings

## Other Fees:

- HBGMEDADM - MedAdmin Training Mat.-StudentManual
- Med Admin Training Materials - Trainer Manual
- HBGMEDADM -MedAdm Training Mat.-Practicum Observer
- HBGMEDADM MedAdmin Training Mat -StudentMaterials

Subtotal

The default enrollment option is selected at \$415.00, but you can select the right one for you (such as "Vocational Facility" or "Recertification")

Then  
**CHECKOUT**

**B. If you have multiple people to pay for:**

- i. You can follow steps in A (i through iv above) for each person –
- or- ii. Instead you may choose to go to <http://noncredit.temple.edu>
- iii. Choose Log In (top right of the screen)
- iv. Choose New User
- v. Create a profile for that Trainer Candidate
- vi. Then choose a course for that profile. You can easily select the course by using the keyword: TTT or ttt. You can also search for the course name: Medication Administration Train the Trainer course.
- vii. Add the course to the cart
- viii. During CHECK OUT you have the option to select the right chapter and it will either retain the price or change to the correct price

**C. If you have already created a profile for yourself (in error) and the enrollment needs to be transferred to someone else**

- i. Go to <http://noncredit.temple.edu>
- ii. Choose Log In (top right of the screen)
- iii. Choose New User
- iv. Create a profile for that Trainer Candidate

- v. Contact the Meds Admin helpdesk –and let us know that the new profile has been created. [www.mahelpdesk.com](http://www.mahelpdesk.com)

**D. How to pay by check (choose to be invoiced)**

- i. Once the profile has been created and you will have the option to select your payment method.
- ii. You may pay online by credit card or pay by another method. (If you select pay by another method, choose to be invoiced. **Do not select CASH or CHECK or any of the other options.**)
- iii. In order to get the invoice option – when you are checking out
- a.) Select the Add Payment button
  - b.) The choice for Credit comes up
  - c.) Select the Add Payment button again
  - d.) You will see several options including the option for the **Invoice**.
  - e.) Choose the **invoice** option
  - f.) Add payment
  - g.) Pay Balance

h.) When you are invoiced you must **mail the payment to:**  
**Temple University – Harrisburg Campus 234 Strawberry Square Harrisburg, PA 17101 Attention: Medication Administration**

*On the memo of the check or money order* include the **Trainer Candidate name** and Payment Site User Id (given to you when the payment profile is created).

**E. If you pay by credit card** the system will ask for the name of the person paying and for the other credit card information. [This is the only time another name, other than the Trainer candidate, is entered into the system. All other information entered should pertain to the Trainer who is taking the course.]

- .....
- \*You can also reach the payment site by going to:
- <http://noncredit.temple.edu>
  - select “courses” in the top right corner
  - on the left middle of the screen it says: Enter a course number, any part of the course title, or a keyword
  - there you can enter “ ttt”