



## SUPPLIERS (STAFFING AGENCIES) | SHIFTWISE VMS COURSE OFFERINGS

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Once your ShiftWise VMS credentials have been verified, you will be given access to the ShiftWise Learning Center where you can access the below courses.

To help guide your learning experience, we've also provided a list of suggested courses based on common roles within ShiftWise VMS. Please contact your Account Manager for additional guidance, if needed.

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Below is the full list of courses. Each course is accompanied by a corresponding quiz with the same name.

### Full Course List

Course Name	Course Description
SW Supplier Course: User Login and Profile	How to log in and set up your profile.
SW Supplier Course: Per Diem Order List Page Overview	An overview of the Per Diem Order list page.
SW Supplier Course: Per Diem Order Match	How to confirm staff members to orders, and identify orders that already have confirmed staff.



<b>Course Name</b>	<b>Course Description</b>
SW Supplier Course: Long Term Order List Page Overview	An overview of the Long Term Order List Page.
SW Supplier Course: Long Term Order Match and Extensions	How to identify missing criteria and create Long Term order extensions.
SW Supplier Course: Canceling Staff from Booked Orders	How to cancel a staff member from an order.
SW Supplier Course: Booking and Confirmation Checks	How to complete a booking check for Per Diem and Long Term orders.
SW Supplier Course: Staff List Page Overview	An overview of the Staff List Page.
SW Supplier Course: Staff Availability	How to identify and modify staff availability in ShiftWise.
SW Supplier Course: Staff Order Check	How to update staff profiles to exact matches for Long Term orders in ShiftWise.
SW Supplier Course: Add Staff	How to add staff.
SW Supplier Course: No Client Return	How to identify staff members placed on a No Client Return status in ShiftWise.
SW Supplier Course: Timeslip List Page Overview	An overview of the Timeslips List Page.
SW Supplier Course: Accounting Statements	How to identify, dispute, defer, and approve accounting statements.
SW Supplier Course: Accounting Invoice Memos	An overview of the Invoice Memo List Page, including how to add invoice memos and resolve disputed memos.
SW Supplier Course: Accounting Bill Rates	An overview on bill rates, including type and specialty rate groups.
SW Supplier Course: Accounting Overtime	How to calculate overtime when your overtime rules are different from those of the healthcare organization.
SW Supplier Course: Reports	Describes available reports.
SW Supplier Course: Organization Contacts	Demonstrates the importance of the contacts log.
SW Supplier Course: Organization Event Log	Describes the event log.
SW Supplier Course: Administration Organization Profile	Demonstrates how to access and update your Supplier profile.
SW Supplier Course: Administration User List and Adding Users	Demonstrates how to add and edit users.
SW Supplier Course: Help System	Describes the help features.



## Suggested Courses Based on Common Roles

From the full list of courses, you may choose whichever best suit your day-to-day role using ShiftWise.

- A "Super User" should take all courses for full training on ShiftWise VMS.
- For those who have specialized responsibilities, the below course groupings are recommendations based on common roles within the system. They are merely guidelines; in the end, you may choose whichever courses apply to you.

In the Learning Center, the courses are numbered to help guide you. Please note that each course is followed by a numbered quiz with the same name as its corresponding course.

### *Order Specialist*

01) SW Supplier Course: User Login and Profile	19) SW Supplier Course: Staff Order Check
03) SW Supplier Course: Per Diem Order List Page Overview	21) SW Supplier Course: Add Staff
05) SW Supplier Course: Per Diem Order Match	23) SW Supplier Course: No Client Return
07) SW Supplier Course: Long Term Order List Page Overview	31) SW Supplier Course: Accounting Bill Rates
09) SW Supplier Course: Long Term Order Match and Extensions	35) SW Supplier Course: Reports
11) SW Supplier Course: Canceling Staff from Booked Orders	37) SW Supplier Course: Organization Contacts
13) SW Supplier Course: Booking and Confirmation Checks	39) SW Supplier Course: Organization Event Log
15) SW Supplier Course: Staff List Page Overview	45) SW Supplier Course: Help System
17) SW Supplier Course: Staff Availability	

### *Credentialing Specialist*

01) SW Supplier Course: User Login and Profile	23) SW Supplier Course: No Client Return
13) SW Supplier Course: Booking and Confirmation Checks	35) SW Supplier Course: Reports
15) SW Supplier Course: Staff List Page Overview	37) SW Supplier Course: Organization Contacts
17) SW Supplier Course: Staff Availability	39) SW Supplier Course: Organization Event Log
19) SW Supplier Course: Staff Order Check	45) SW Supplier Course: Help System
21) SW Supplier Course: Add Staff	



<i>Finance</i>	
01) SW Supplier Course: User Login and Profile	33) SW Supplier Course: Accounting Overtime
03) SW Supplier Course: Per Diem Order List Page Overview	35) SW Supplier Course: Reports
07) SW Supplier Course: Long Term Order List Page Overview	37) SW Supplier Course: Organization Contacts
25) SW Supplier Course: Timeslip List Page Overview	39) SW Supplier Course: Organization Event Log
27) SW Supplier Course: Accounting Statements	
29) SW Supplier Course: Accounting Invoice Memos	41) SW Supplier Course: Administration Organization Profile
31) SW Supplier Course: Accounting Bill Rates	45) SW Supplier Course: Help System

<i>Locum Tenens</i>	
01) SW Supplier Course: User Login and Profile	27) SW Supplier Course: Accounting Statements
07) SW Supplier Course: Long Term Order List Page Overview	29) SW Supplier Course: Accounting Invoice Memos
09) SW Supplier Course: Long Term Order Match and Extensions	31) SW Supplier Course: Accounting Bill Rates
11) SW Supplier Course: Canceling Staff from Booked Orders	33) SW Supplier Course: Accounting Overtime
13) SW Supplier Course: Booking and Confirmation Checks	35) SW Supplier Course: Reports
15) SW Supplier Course: Staff List Page Overview	37) SW Supplier Course: Organization Contacts
17) SW Supplier Course: Staff Availability	39) SW Supplier Course: Organization Event Log
19) SW Supplier Course: Staff Order Check	41) SW Supplier Course: Administration Organization Profile
21) SW Supplier Course: Add Staff	43) SW Supplier Course: Administration User List and Adding Users
23) SW Supplier Course: No Client Return	45) SW Supplier Course: Help System
25) SW Supplier Course: Timeslip List Page Overview	