

# We focus on technology so you can focus on care

TRAINING

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## Quality Training

### You Have the Technology — Are Your Employees Properly Trained to Use It?

So you've made the investment in technology and applications that should empower your LTPAC employees to be more productive and efficient. There's only one thing wrong...they're not using it as they should be and it's affecting your bottom line and quality of care. You, and perhaps your team, presume to know how to get the most from available technology and applications. But is that an accurate assessment?

Employees may need, and certainly want, comprehensive training, especially for new or updated applications. Long-term post acute care business owners often expect employees to self-train or believe they must provide training using their own in-house resources. But that doesn't have to be the case. VCPI<sup>SM</sup> can help with both implementing new technology and successful employee training.

## VCPI<sup>SM</sup> Advantage

### Improve your productivity and reduce frustration by utilizing VCPI's training service

VCPI can identify areas where training is most needed and create an efficient and cost-effective Training Program. Whether your employees require general training on newly implemented technology or support with applications such as the Microsoft® Office suite, VCPI can deliver. We provide both instructor-led and web-based training. We also offer courses that can certify a team within your organization to train others through our "Train the Trainer" Program.

Your VCPI Training Consultant will assist you through any or all phases of employee training, including:

- Assessment – identifying the training scope and available resources based on your employees' needs
- Planning – creating a workable schedule and training approach that maximizes resource utilization
- Design and Development – creating the training plan and providing support materials
- Execution – delivering the appropriate Program, whether it's "Train the Trainer," e-learning, classroom style or self-paced
- Evaluation – measuring the Program's success based on pre-established goals and objectives, trainee feedback and testing to organizational standards



### Get the training you need for your facilities' most critical areas

LTPAC providers need a wide range of software solutions to make their organization run smoothly and profitably. One size does not fit all, and one application will not get the job done. VCPI is experienced in training employees on software programs and disciplines across a broad spectrum of departments and job function, including:

- Clinical
- Scheduling
- Financial
- Payroll, HR
- Training Management
- Office Communications and Productivity

Some of the information and materials included are:

- Course Outline and Training Plan
- Training and Implementation Communications - Announcements, Webinar Training Communications and Reminders
- Training Guide
- Quick Reference Guide
- Training Video
- Survey Results
- Instructor Outline, PowerPoint, Webinar / Training Scripts and Demo Outlines (for the Train-the-Trainer approach)



And because each organization is unique, the breadth and depth of training is completely customizable to fit your desired outcome. For example, The Microsoft Office 2007 and 2010 training courses are designed to teach employees how to use and/or build upon current skill sets within the Outlook, Word, Excel and PowerPoint environments.

### The end-to-end support you need, from the technology leader dedicated to LTPAC

With VCPI, you get a commitment that goes beyond best-in-class IT solutions. We exclusively solve LTPAC business challenges and better enable you to provide quality care to your residents and patients. Your satisfaction and success are our top priority.

Contact VCPI at 1-877-908-8274 or visit [www.vcpi.com](http://www.vcpi.com) today.

Since 2000, VCPI's customized IT solutions have solved business challenges inherent in the long-term and post-acute health care (LTPAC) industry and have enabled clients to focus on taking care of patients and residents. Headquartered in Milwaukee, Wis., our nationwide client base relies on VCPI (Virtual Care Provider<sup>SM</sup>) experts to deliver innovative and LTPAC-exclusive solutions.

## Your VCPI Advantage

## About VCPI

