



AHIA's Virtual Learning Library "How To" Guide

Accessing the Virtual Learning Library

1. To access the Virtual Learning Library, you must use one of the following Internet browsers: Google Chrome, Firefox, Safari and Edge.
2. Once you have purchased a Virtual Learning Library subscription and received an order confirmation email, click on the link (shown below on the Virtual Learning Library webpage) to access the Virtual Learning Library.
Please Note: If you are not logged into the AHIA website, you will be prompted to login with your AHIA username and password after clicking on the link shown below.



[AHIA's Virtual Learning Library and Body of Knowledge](#)

What is the Virtual Learning Library?

AHIA's Virtual Learning Library is a learning management system designed to enhance your professional knowledge in internal auditing in the healthcare industry. The Virtual Learning Library is also a resource for CIA®™ Certification candidates preparing for the exam. The Virtual Learning Library houses a variety of educational content from 2016 to present. The system will be continuously updated with materials as they are developed in the future.

What AHIA educational content is available in the Virtual Learning Library?

- Conference Proceedings
- Recorded Webinars and Tech Talks
- New Perspectives Articles
- NP Digital Insights Articles
- White Papers

Does the Virtual Learning Library offer NASBA Continuing Professional Education (CPE) credit(s)?

The Virtual Learning Library is not eligible for NASBA Continuing Professional Education (CPE) credit(s).

Accessing the Virtual Learning Library

To access the Virtual Learning Library, you must first purchase an all-access subscription. (For pricing, see [Subscription Fees](#).)

After purchasing a subscription, you will receive a confirmation email. The confirmation email will contain two links: one to the Virtual Learning Library and another to a "How To" guide.

Already a subscriber? [Click here.](#)

Navigating the Virtual Learning Library Home Page

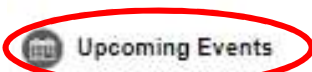
1. Once you have logged into the Virtual Learning Library, you will be directed to the Home page.
2. On the bottom left hand side of the Home page, there is an Upcoming Events section. This section will highlight all AHIA educational events that are scheduled in the current month.
3. When you click on the "View More Events" button, you will be taken to the Events Calendar page.

1.



Welcome AHIA user!

2.



January 31, 2019 - [Drug Diversion Prevention & Detection: Using a Comprehensive Risk & Internal Audit Approach](#)
Jan. 31, 2019

3.



3.



January 2019

[<< December](#) [February >>](#) [Select Another Month](#)

31

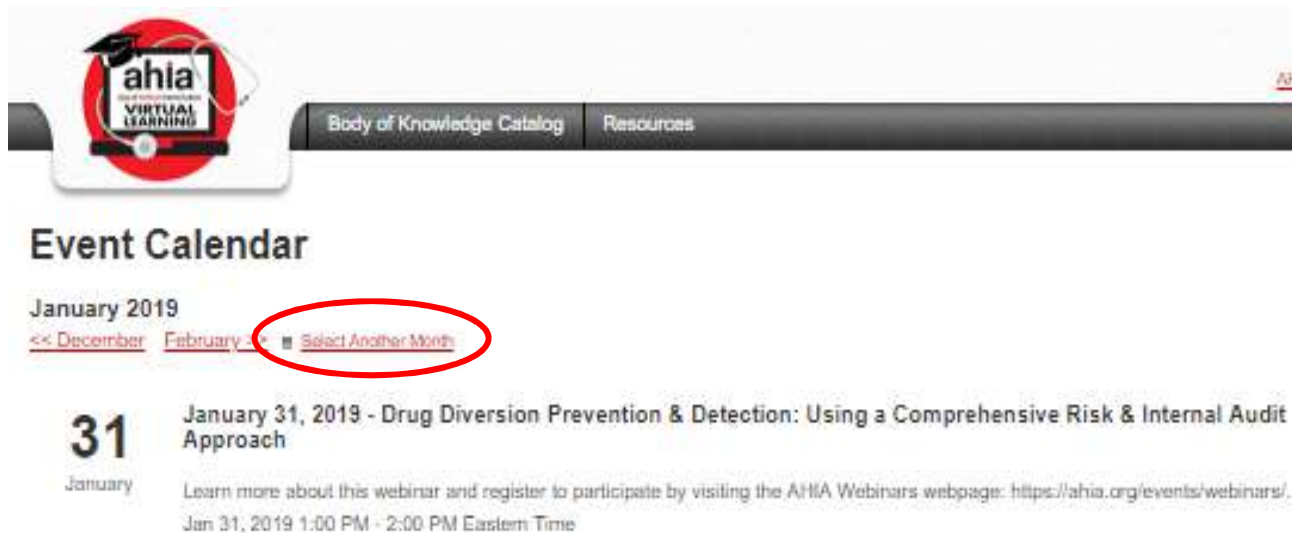
January

January 31, 2019 - [Drug Diversion Prevention & Detection: Using a Comprehensive Risk & Internal Audit Approach](#)

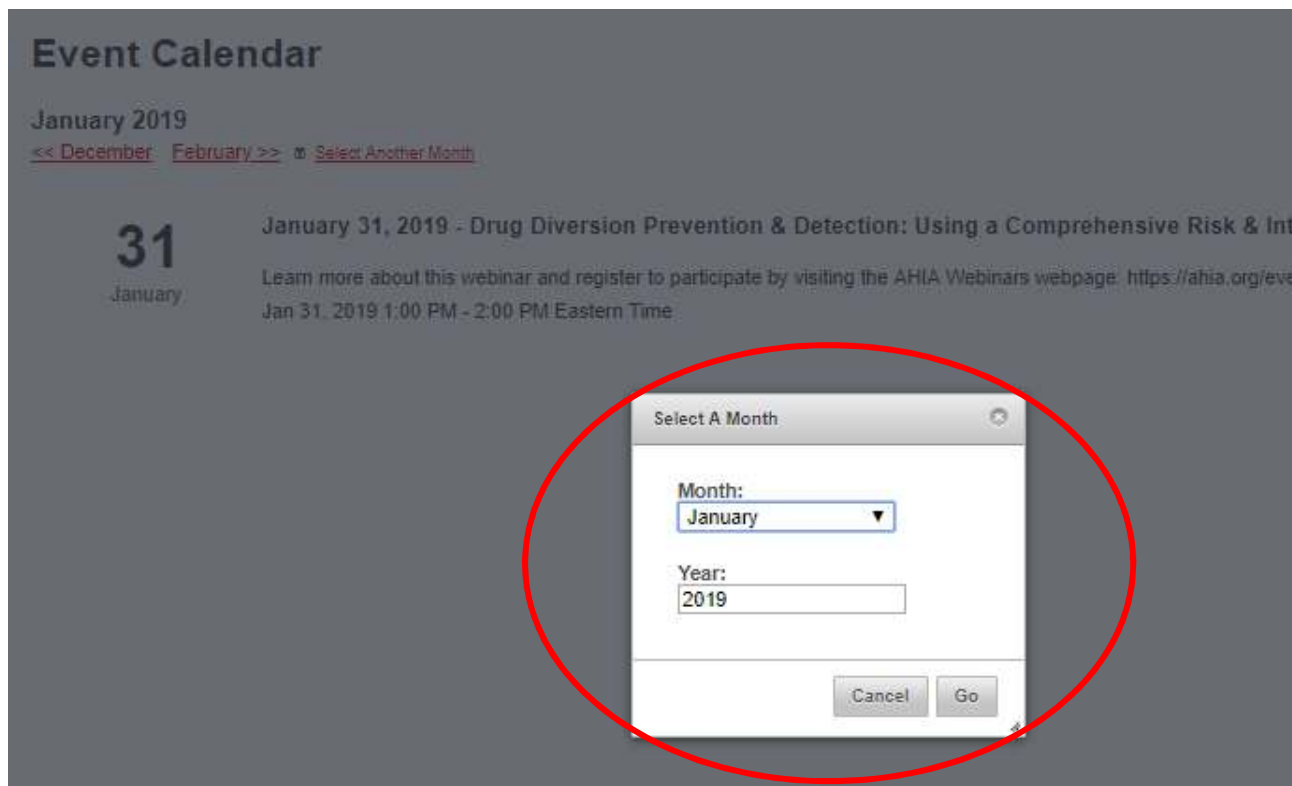
Learn more about this webinar and register to participate by visiting the AHIA Webinars webpage: <https://ahia.org/events/webinars/>
Jan 31, 2019 1:00 PM - 2:00 PM Eastern Time

4. On the Events Calendar page, click on the link to the next month to see the educational events within that month. If you are looking for educational events in a specific month, click on the "Select Another Month" link.
5. If you click on the "Select Another Month" link, another window will appear.

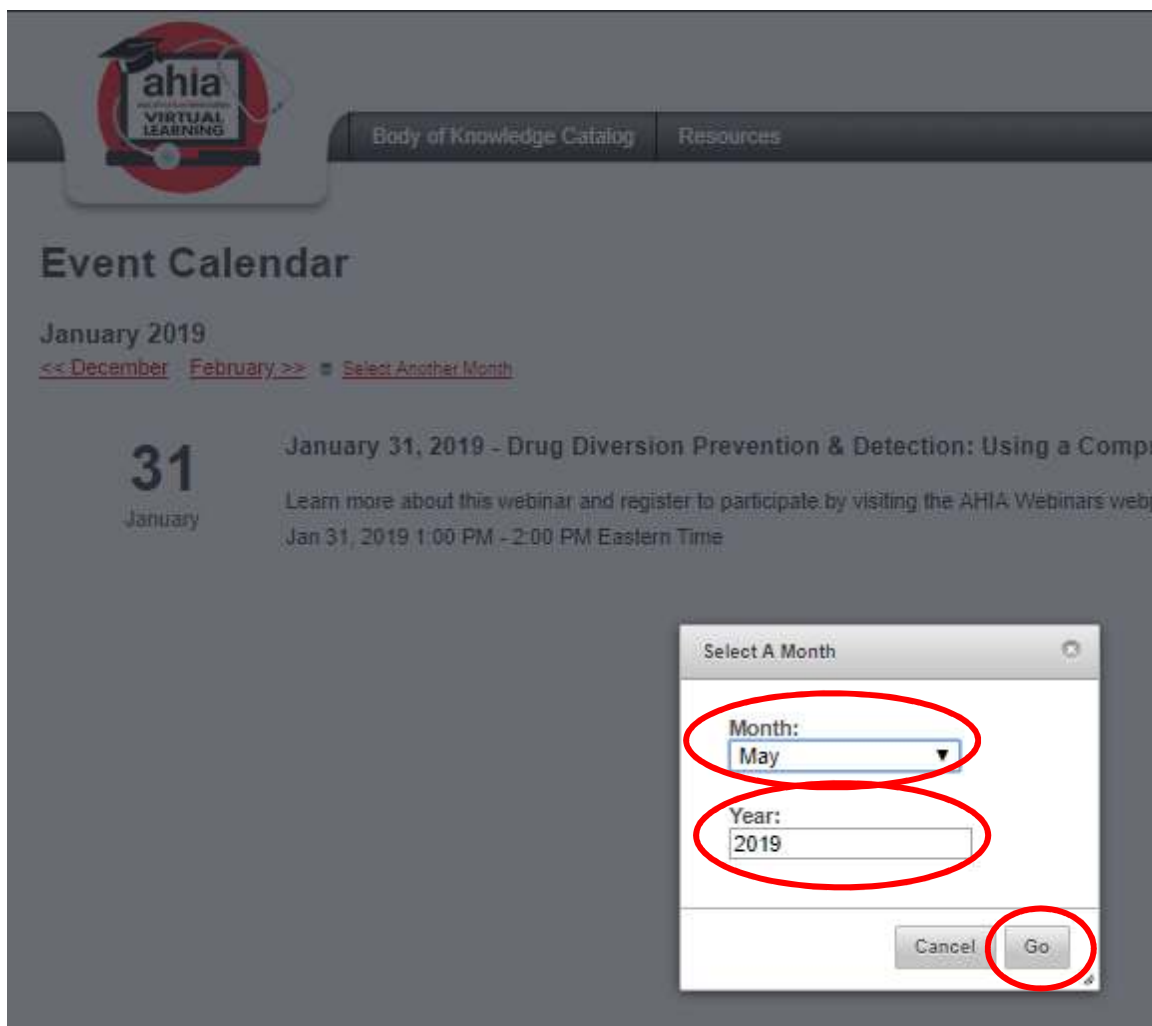
4.



5.



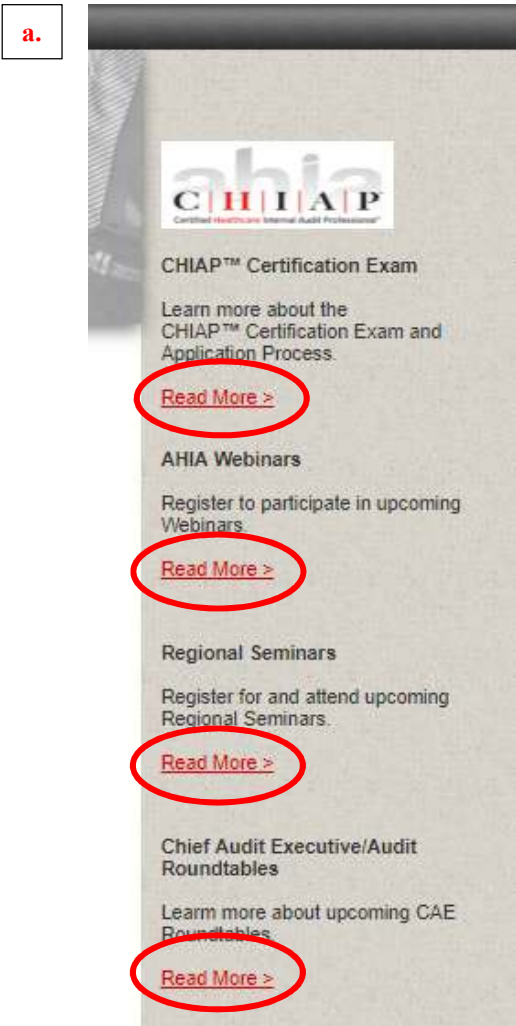
6. Select the month you want to see upcoming educational events in from the drop down menu (shown below) and type in the year. Click the “Go” button.



7. To go back to the Home page, click on the Virtual Learning Library logo in the top left-hand corner of the page.

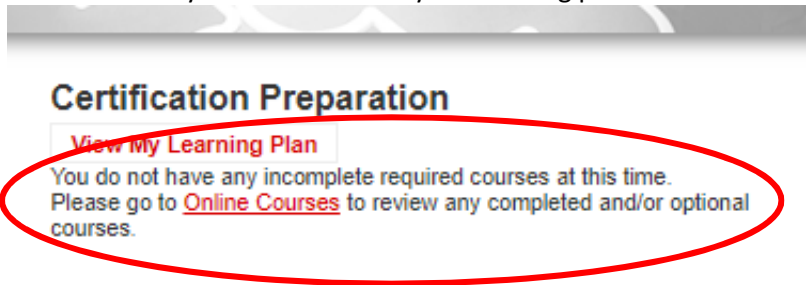


8. On the right-hand side of the Home page, there are links to various AHIA educational offerings.
- a. If there is a specific educational offering you would like to learn more about, click on any of the “Read More” links shown below. You will be directed to the respective webpage on the AHIA website.
 - b. When you click any of the “Read More” links below, a new Internet browser window will open to the respective AHIA webpage.
 - c. To go back to the Virtual Learning Library, click on the Internet browser window to the left, or close the Internet browser window with the respective AHIA webpage you’re looking at.



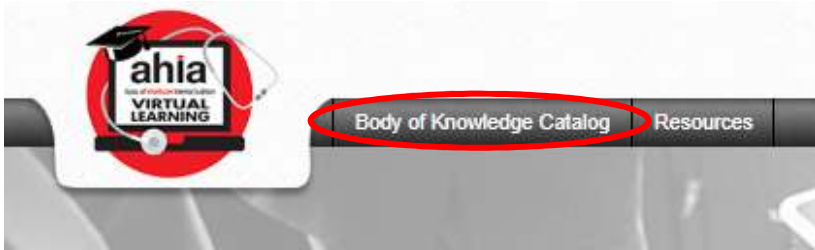
9. Before you begin adding courses to your learning plan, you will see this message on the Virtual Learning Library home page.

Please Note: Once you have added courses to your learning plan, this message will be replaced with a list of the oldest courses you have added to your learning plan that have not been started or completed.



Ways to Add Courses to Your Learning Plan

1. To begin viewing and adding courses to your learning plan, click on the “Body of Knowledge Catalog” tab.



2. From the Body of Knowledge Catalog page, you will see a link to the “Full Body of Knowledge” category and links to the 12 main Body of Knowledge categories.

Please Note: Before you begin adding courses to your learning plan, there are two different ways to search for and to add courses to your learning plan, which are outlined below.

- a. If you would like to add, complete and review all of the courses within one or all of the 12 main categories in the “Full Body of Knowledge,” follow the steps outlined on pages 8 through 21 of this How To Guide.
- b. If you would like to search for, add, complete and review courses within specific categories, follow the steps outlined on pages 22 through 32 of this How To Guide.



Body of Knowledge Catalog

Search

Home

b

Categories

- 1 - Business Aspects of Care Setting; A - Core Care Settings
- 1 - Business Aspects of Care Setting; B - Other Care Settings
- 2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements
- 2 - Revenue Cycle; B - Health Care Provider Reimbursement
- 2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements
- 2 - Revenue Cycle; D - Revenue Deductions
- 3 - Regulatory Environment; A - Regulatory Bodies
- 3 - Regulatory Environment; B - Regulations
- 4 - Core Business Functions; A - Operational/Financial
- 4 - Core Business Functions; B - Information Technology
- 4 - Core Business Functions; C - Compliance
- 4 - Core Business Functions; D - Administrative Functions

Select a category on the left to view more courses.

a

Full Body of Knowledge

Adding Courses to Your Learning Plan from the Full Body of Knowledge Category

1. If you want to add all of the courses in the Body of Knowledge, click on the “Full Body of Knowledge” link in the Categories menu on the Body of Knowledge Catalog page (shown below).



Body of Knowledge Catalog

Home

Categories

- 1 - Business Aspects of Care Setting; A - Core Care Settings
- 1 - Business Aspects of Care Setting; B - Other Care Settings
- 2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements
- 2 - Revenue Cycle; B - Health Care Provider Reimbursement
- 2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements
- 2 - Revenue Cycle; D - Revenue Deductions
- 3 - Regulatory Environment; A - Regulatory Bodies
- 3 - Regulatory Environment; B - Regulations
- 4 - Core Business Functions; A - Operational/Financial
- 4 - Core Business Functions; B - Information Technology
- 4 - Core Business Functions; C - Compliance
- 4 - Core Business Functions; D - Administrative Functions
- Full Body of Knowledge**

Select a category on the left to view more courses.

2. When you click on the “Full Body of Knowledge” link, you will be taken to the Full Body of Knowledge page. On this page, you will see the 12 main Body of Knowledge categories listed on the left-hand side, as well as in the middle of the page.
3. To add all of the courses in a specific main category in the Full Body of Knowledge to your learning plan, click on the “Add Course” button.

Body of Knowledge Catalog

4.

Full Body of Knowledge

Home > Full Body of Knowledge

Categories

- 1 - Business Aspects of Care Setting; A - Core Care Settings
- 1 - Business Aspects of Care Setting; B - Other Care Settings
- 2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements
- 2 - Revenue Cycle; B - Health Care Provider Reimbursement
- 2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements
- 2 - Revenue Cycle; D - Revenue Deductions
- 3 - Regulatory Environment; A - Regulatory Bodies
- 3 - Regulatory Environment; B - Regulations
- 4 - Core Business Functions; A - Operational/Financial
- 4 - Core Business Functions; B - Information Technology
- 4 - Core Business Functions; C - Compliance
- 4 - Core Business Functions; D - Administrative Functions

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

5.

1 - Business Aspects of Care Setting; B - Other Care Settings - Select All Courses in This Category

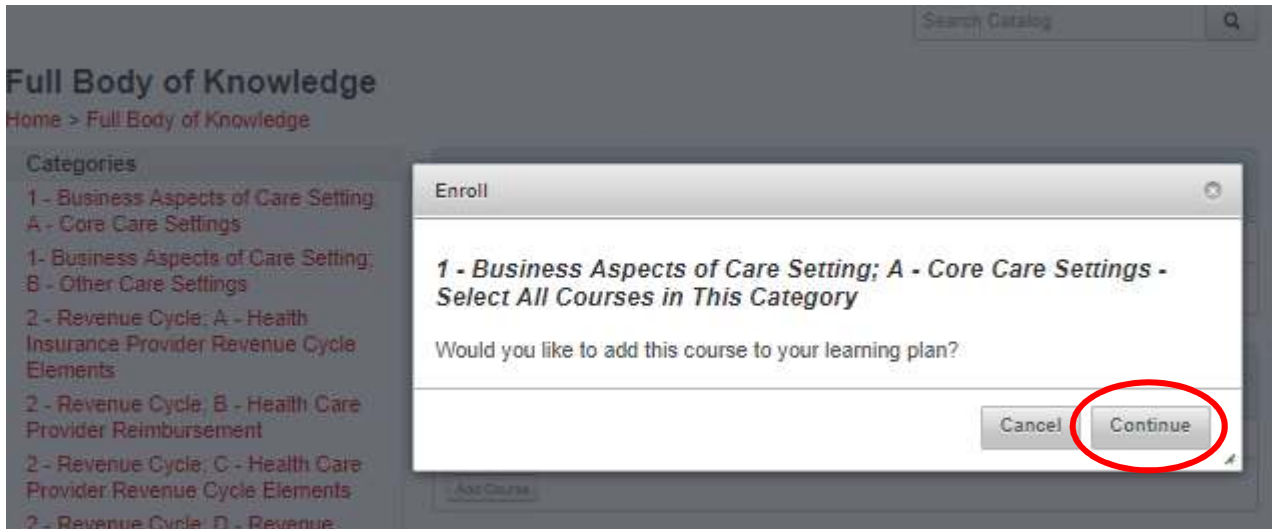
2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements - Select All Courses in This Category

2 - Revenue Cycle; B - Health Care Provider Reimbursement - Select All Courses in This Category

4. A pop-up window will appear asking “Would you like to add this course to your learning plan?”

If you click the “Continue” button, the course will be added to your learning plan. Once you click the “Continue” button, you cannot undo this action.

If you click the “Cancel” button, you will be brought back to the Full Body of Knowledge page.



Viewing and Completing Courses in Your Learning Plan from the Full Body of Knowledge Category

1. After you click on the “Continue” button in the pop-up window, the course will be added to your learning plan and you will be taken to the Online Courses page.

On the Online Courses page, you will see the courses you have just added to your learning plan.

You will also see that the courses are listed in blue boxes. The blue boxes indicate that you have not opened or started the courses.

2. Once you have identified the course you would like to complete, click on the red “Launch” link next to the course title.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

1 - Business Aspects of Care Setting; A - Core Care Settings

1.

- 1 - Business Aspects of Care Setting; A - Core Care Settings [Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings

- Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, CIA

Format: 2016 Conference Proceeding

Course: [Launch Auditing Physician Clinic Operations](#)

2.

- Auditing the Laboratory

Authors: Kristen Taylor & Sharrn Blackwood

Format: 2018 Conference Proceeding

Course: [Launch Auditing the Laboratory](#)

3. Once you click on the red “Launch” link, a new window will appear with the course content for you to complete.
4. Once you have completed a course, click on the “x” in the top right-hand corner of the window to return to the Online Courses page.



5. Once you have completed a course, the box in which the course information is listed will change color from blue to green. A green box indicates that course has been completed.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections	1 - Business Aspects of Care Setting; A - Core Care Settings Go to Top
1 - Business Aspects of Care Setting; A - Core Care Settings	<p>1 - Business Aspects of Care Setting; A - Core Care Settings</p> <div style="border: 2px solid red; padding: 5px;"> <p>— Auditing Physician Clinic Operations</p> <p>Author: Mary Anderson, MBA, CIA</p> <p>Format: 2018 Conference Proceeding</p> <p>Course: Launch Auditing Physician Clinic Operations</p> </div> <p>— Auditing the Laboratory</p> <p>Author: Kristin Taylor & Sharon Dieckhoff</p> <p>Format: 2018 Conference Proceeding</p> <p>Course: Launch Auditing the Laboratory</p>

6. To view all of the courses you have added to your learning plan, click on the “View My Learning Plan” link from the Online Courses page.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

1 - Business Aspects of Care Setting; A - Core Care Settings

1 - Business Aspects of Care Setting; A - Core Care Settings [Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings

→ Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, COI
Format: 2016 Conference Proceeding

Course: [Launch Auditing Physician Clinic Operations](#)

→ Auditing the Laboratory

Author: Kristen Taylor & Sherrin Stebbins
Format: 2018 Conference Proceeding

Course: [Launch Auditing the Laboratory](#)

7. On the View My Learning Plan page, you will see a grey box at the top of the page that says "Optional." All of the courses in the Virtual Learning Library are not required to take to allow you to build your own learning plan. The number next to "Optional" indicates the number of categories in which you have added courses to your learning plan.
8. Also, on the Online Courses page, you will see that the courses you have not started will have buttons that say "Get Started."



Online Courses

7.

Optional: 2

Search



1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

8.

Get Started >

1 - Urgent Care Centers

1 - Urgent Care Centers

Get Started >

9. When you click on the “Get Started” button, you will be directed to the course(s) you want to view and complete.

Then repeat steps 2 through 4 in the “Viewing and Completing Courses in Your Learning Plan from the Full Body of Knowledge Category” section of this How To Guide.

Click on the red “Launch” link next to the course title you want to complete. A new window will appear with the course content for you to complete. Once you have completed the course, click on the “X” in the top right-hand corner of the window to return to the Online Courses page.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

1 - Business Aspects of Care Setting; A - Core Care Settings

1 - Business Aspects of Care Setting; A - Core Care Settings [Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings


Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, CIA
Format: 2016 Conference Proceeding
Course: [Launch Auditing Physician Clinic Operations](#)

Auditing the Laboratory

Authors: Kristen Taylor & Sharon Blackwood
Format: 2018 Conference Proceeding
Course: [Launch Auditing the Laboratory](#)

10. If there are multiple courses within a main category you have added to your learning plan and you have only completed one of the courses within a main category, you will see the “Finish Course” button on the Online Courses page.



Online Courses

Optional: 2

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Finish Course ▶

1 - Urgent Care Centers

1 - Urgent Care Centers

Get Started ▶

11. When you click on the “Finish Course” button, you will be directed to the course(s) you want to view and complete.

12. To view and complete the course(s), click on the red “Launch” link next to the course title you want to access.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

[1 - Business Aspects of Care Setting; A - Core Care Settings](#)

- 1 - Business Aspects of Care Setting; A - Core Care Settings [Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings

- Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, COI

Format: 2016 Conference Proceeding

Course: [Launch Auditing Physician Clinic Operations](#)

- Auditing the Laboratory

Author: Kristen Taylor & Sharon Mackwood

Format: 2018 Conference Proceeding

12 [Launch Auditing the Laboratory](#)

11.

12

13. Once you click on the red “Launch” link next to the course title, a new window will appear with the course content for you to complete.

14. Once you have completed the course, click on the “x” in the top right-hand corner of the window to return to the Online Courses page.

13.



14.

15. Once you have completed courses within a category, you will see the blue box indicating incomplete courses will change to green indicating complete courses.

Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

1 - Business Aspects of Care Setting; A - Core Care Settings

- 1 - Business Aspects of Care Setting; A - Core Care Settings

[Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings

▾ Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, CIA

Format: 2016 Conference Proceeding

Course: [Launch Auditing Physician Clinic Operations](#)

▾ Auditing the Laboratory

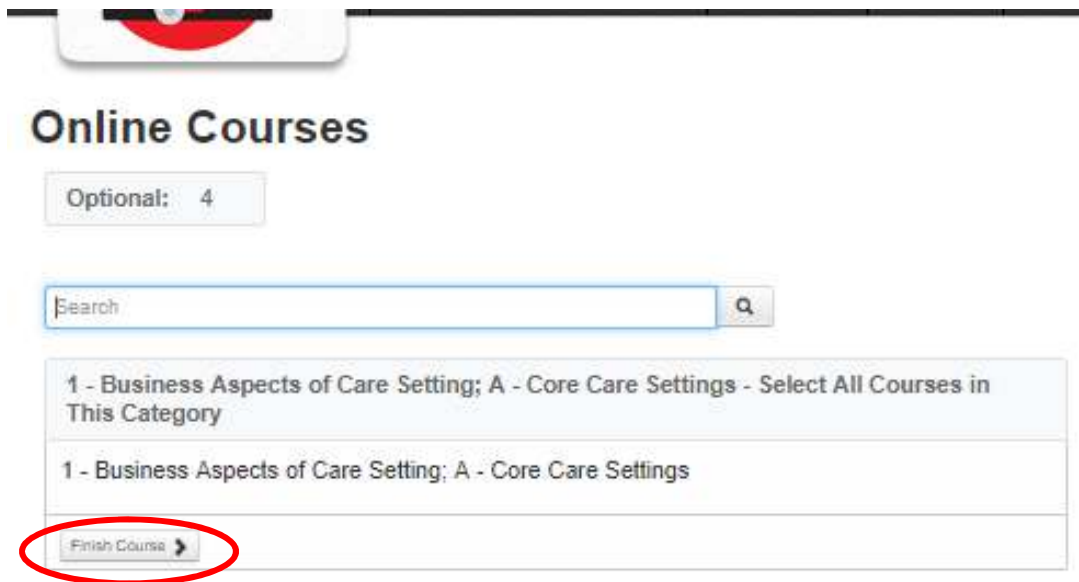
Authors: Kristen Taylor & Sharon Blackwood

Format: 2018 Conference Proceeding

Course: [Launch Auditing the Laboratory](#)

Reviewing Completed Courses in Your Learning Plan from the Full Body of Knowledge Category

1. Once you have completed a course(s) within one of the Full Body of Knowledge categories, click on the “Finish Course” button for a specific category from the Online Courses page to review completed courses.



The screenshot shows the 'Online Courses' page. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there is a list of courses. The first course is '1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category'. Below this, there is a button labeled 'Finish Course' with a right-pointing arrow, which is circled in red.

2. Once you click on the “Finish Course” button, you will be directed to the category of courses to review.
3. Click on the red “Launch” link next to the title of the course you would like to review.

2. Online Courses

[View My Learning Plan](#)

1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Sections

[1 - Business Aspects of Care Setting; A - Core Care Settings](#)

- 1 - Business Aspects of Care Setting; A - Core Care Settings

[Go to Top](#)

1 - Business Aspects of Care Setting; A - Core Care Settings

- Auditing Physician Clinic Operations

Author: Mary Anderson, MBA, CIA

Format: 2016 Conference Proceeding

Course: [Launch Auditing Physician Clinic Operations](#)

- Auditing the Laboratory

Authors: Kristen Taylor & Sharon Blackwood

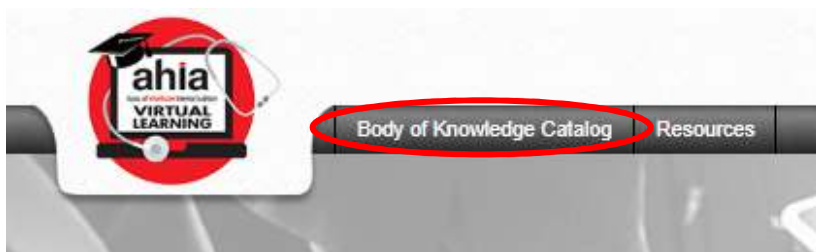
Format: 2018 Conference Proceeding

3: [Launch Auditing the Laboratory](#)

4. Once you click on the red “Launch” link next to the course title, a new window will appear with the course content for you to complete.
5. Once you have completed the course, click on the “x” in the top right-hand corner of the window to return to the Online Courses page.

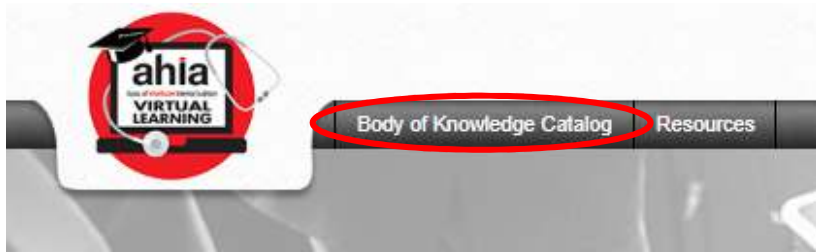


6. If you want to add more courses in the Full Body of Knowledge Category to your learning plan, you will have to click on the “Body of Knowledge Catalog” button (shown below) and repeat steps 3 through 6 of the Adding Courses to Your Learning Plan section of this How To Guide.

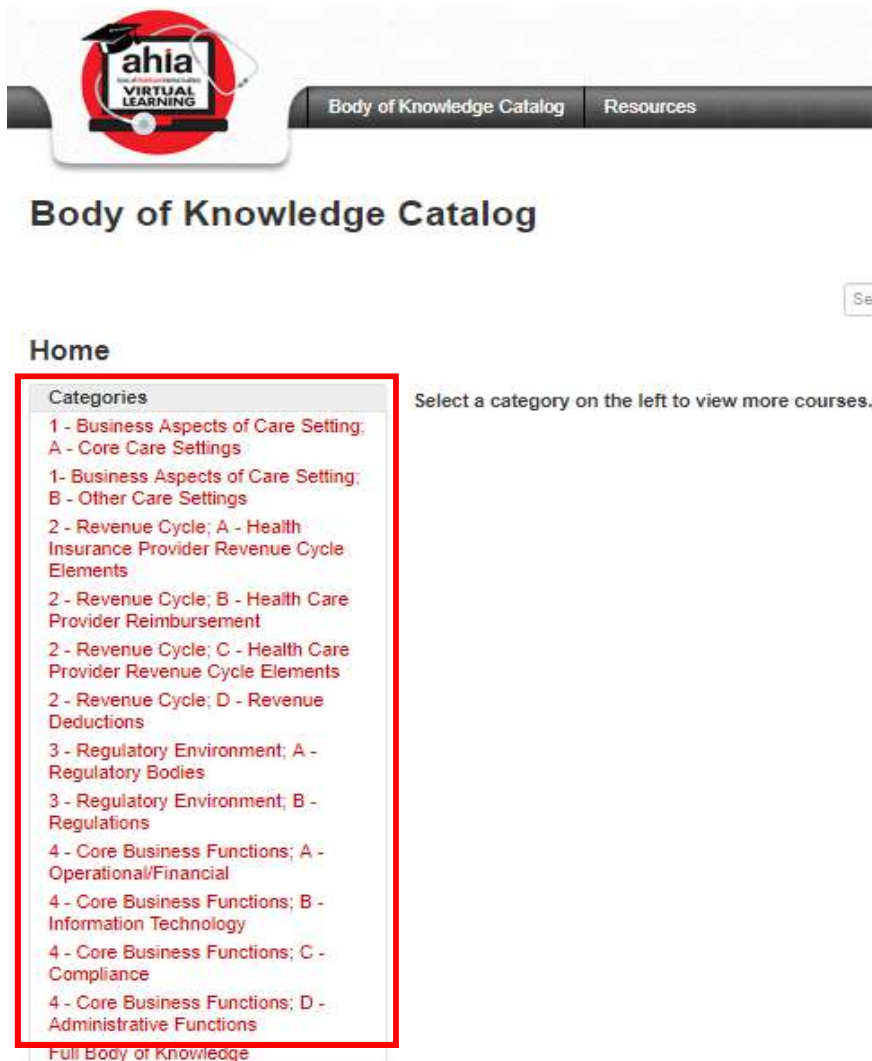


Adding Courses to Your Learning Plan from One of the 12 Main Categories

1. Click on the “Body of Knowledge Catalog” tab.



2. From the “Body of Knowledge Catalog” page, click on any of the 12 main category links in the “Categories” navigation panel (shown below).

A screenshot of the AHIA Body of Knowledge Catalog page. At the top, there is a navigation bar with the AHIA logo and two tabs: 'Body of Knowledge Catalog' and 'Resources'. Below the navigation bar is the heading 'Body of Knowledge Catalog'. To the right of the heading is a search box with the text 'Search'. Below the heading is a section titled 'Home'. Under 'Home' is a 'Categories' navigation panel, which is a list of 12 categories. The 'Categories' panel is highlighted with a red border. To the right of the 'Categories' panel is the text 'Select a category on the left to view more courses.'

Home

Categories

- 1 - Business Aspects of Care Setting; A - Core Care Settings
- 1 - Business Aspects of Care Setting; B - Other Care Settings
- 2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements
- 2 - Revenue Cycle; B - Health Care Provider Reimbursement
- 2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements
- 2 - Revenue Cycle; D - Revenue Deductions
- 3 - Regulatory Environment; A - Regulatory Bodies
- 3 - Regulatory Environment; B - Regulations
- 4 - Core Business Functions; A - Operational/Financial
- 4 - Core Business Functions; B - Information Technology
- 4 - Core Business Functions; C - Compliance
- 4 - Core Business Functions; D - Administrative Functions
- Full Body of Knowledge

Select a category on the left to view more courses.

3. Once you have selected the main category you want to view more courses in, click on the link to the category (as shown below).



Body of Knowledge Catalog

Search

Home

Categories

- 1 - Business Aspects of Care Setting; A - Core Care Settings
- 1 - Business Aspects of Care Setting; B - Other Care Settings
- 2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements
- 2 - Revenue Cycle; B - Health Care Provider Reimbursement
- 2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements
- 2 - Revenue Cycle; D - Revenue Deductions
- 3 - Regulatory Environment; A - Regulatory Bodies
- 3 - Regulatory Environment; B - Regulations
- 4 - Core Business Functions; A - Operational/Financial
- 4 - Core Business Functions; B - Information Technology
- 4 - Core Business Functions; C - Compliance
- 4 - Core Business Functions; D - Administrative Functions
- Full Body of Knowledge

Select a category on the left to view more courses.

4. If you clicked on a main category but want to go back to the Body of Knowledge Catalog home page to click on another main category, click on the “Home” link shown below.

1- Business Aspects of Care Setting; B - Other Care Settings

[Home >](#) [1- Business Aspects of Care Setting; B - Other Care Settings](#)

Categories
There are no further categories

1 - Urgent Care Centers

Content for this topic coming soon

[Go To Course >](#)

2 - Ambulatory Surgery Centers

Content for this topic coming soon.

[Go To Course >](#)

5. From the Body of Knowledge Catalog home page, click on a link to a different main category to add courses to your learning plan.



Body of Knowledge Catalog

Search

Home

Categories

- [1 - Business Aspects of Care Setting; A - Core Care Settings](#)
- [1- Business Aspects of Care Setting; B - Other Care Settings](#)
- [2 - Revenue Cycle; A - Health Insurance Provider Revenue Cycle Elements](#)
- [2 - Revenue Cycle; B - Health Care Provider Reimbursement](#)
- [2 - Revenue Cycle; C - Health Care Provider Revenue Cycle Elements](#)
- [2 - Revenue Cycle; D - Revenue Deductions](#)
- [3 - Regulatory Environment; A - Regulatory Bodies](#)
- [3 - Regulatory Environment; B - Regulations](#)
- [4 - Core Business Functions; A - Operational/Financial](#)
- [4 - Core Business Functions; B - Information Technology](#)
- [4 - Core Business Functions; C - Compliance](#)
- [4 - Core Business Functions; D - Administrative Functions](#)
- [Full Body of Knowledge](#)

Select a category on the left to view more courses.

- Once you click on a main category, you will be directed to the page with a list of all of the subcategories within that specific main category.
- If there is a specific subcategory that does not currently have courses in it, you will see the message shown below.

6. **4 - Core Business Functions; D - Administrative Functions**

Home > 4 - Core Business Functions; D - Administrative Functions

Categories

There are no further categories

1 - Risk Management

Go To Course >

2 - Enterprise Risk Management

Go To Course >

7.

3 - Quality

Content for this subcategory is coming soon.

Go To Course >

4 - Patient Safety

Go To Course >

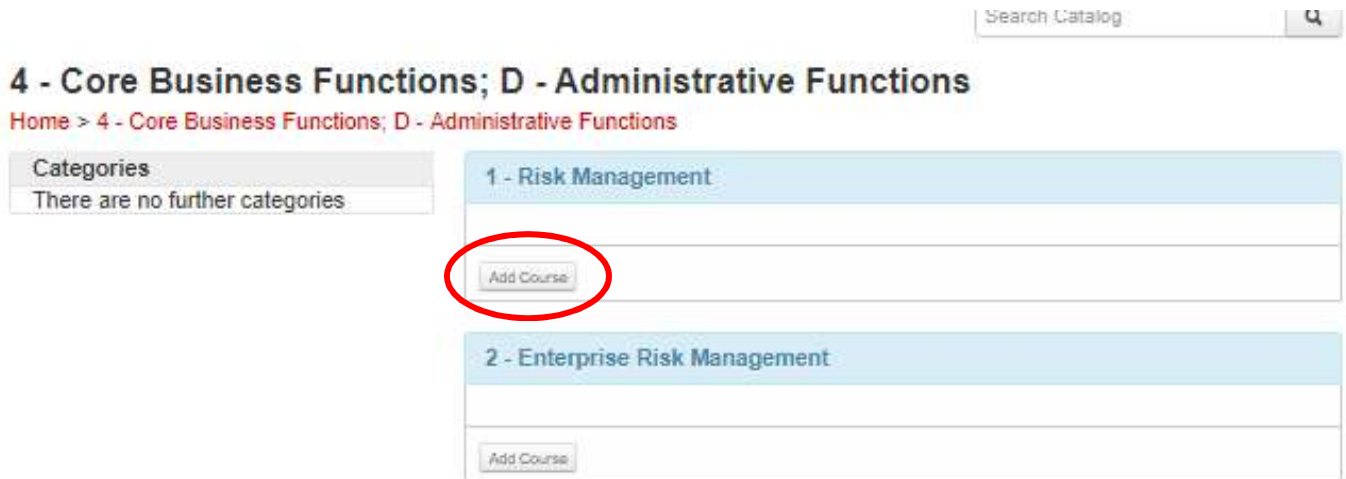
5 - Organizational Governance

Go To Course >

6 - Strategic Planning

Go To Course >

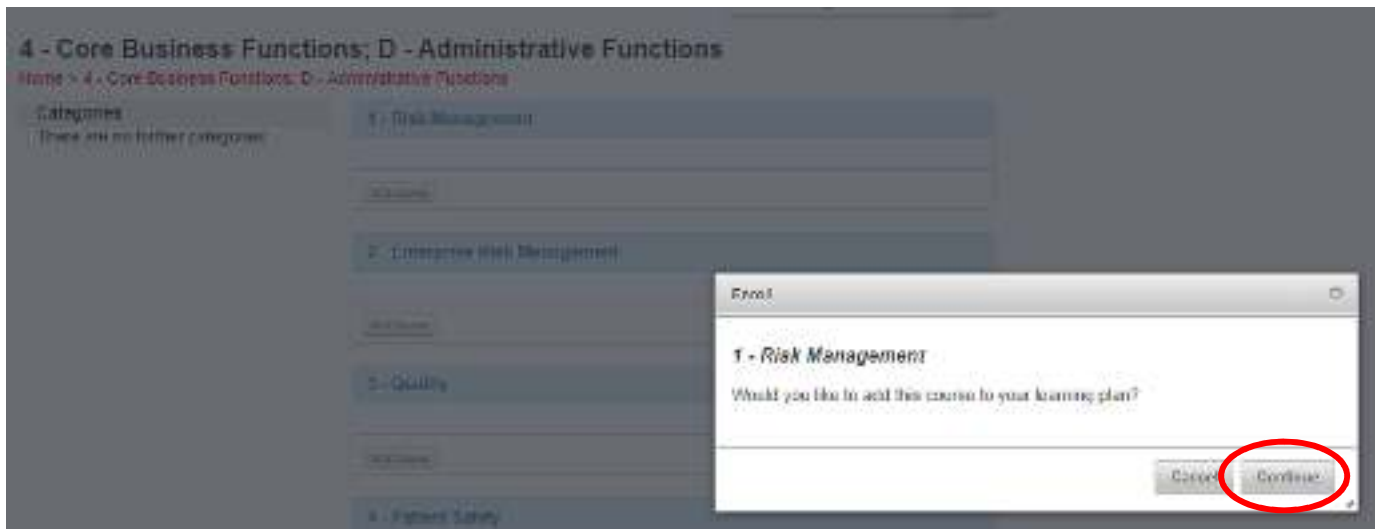
8. To add courses within a specific subcategory, click on the “Add Course” button.



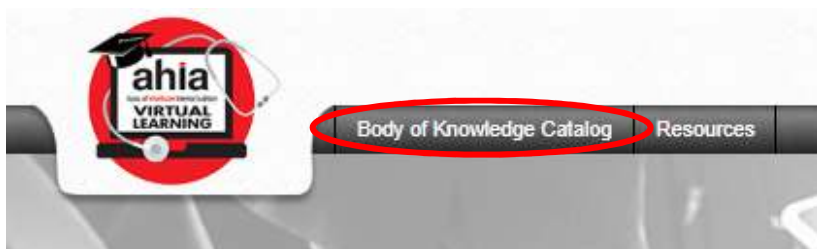
9. Once you click on the “Add Course” button, a pop-up window will appear asking “Would you like to add this course to your learning plan?”

If you click the “Continue” button, the course will be added to your learning plan. Once you click the “Continue” button, you cannot undo this action.

If you click the “Cancel” button, you will be brought back to the subcategory page.



10. To add more courses to your learning plan, click on the “Body of Knowledge Catalog” button and repeat steps 5 through 9 in this section of the How To Guide.



Viewing and Completing Courses in Your Learning Plan from One of the 12 Main Categories

Once you have added a subcategory of courses to your learning plan, you will be directed to the Online Courses page listing the courses within that subcategory for you to view and complete.

1. Once you have identified the course you would like to complete, click on the red “Launch” link next to the course title.

1.

Online Courses

[View My Learning Plan](#)

1 - Risk Management

1 - Risk Management

Sections

1 - Risk Management

1 - Risk Management [Go to Top](#)

1 - Risk Management

174 "Smart" (SBA) Just in Time - Health IT

Author: John Lewis, CPA, CFE, CFF, CICA, Microsoft Certified

Format: 2017 New Perspectives

2.

[Launch The "New" Critical Audit Area - Health IT](#)

Defining the meaning of auditing and monitoring is clarifying the appropriate use of the terms

Author: Mark H. Raport, CPA, CIA, CMA, CFP

Format: 2007 White Paper

[Course: Launch Defining the Meaning of 'Auditing' and 'Monitoring' & Clarifying the Appropriate Use of the Terms](#)

How to Differentiate Job Site and Indirect Costs - Part 1: Be Sure to Audit General Conditions, General Requirement and Temporary Requirement Costs

Author: Ken Rouse, MBA, CIA, CCA, CCP

Format: 2017 New Perspectives

[Course: Launch How to Differentiate Job Site and Indirect Costs - Part 1: Be Sure to Audit General Conditions, General Requirement and Temporary Requirement Costs](#)

100 Important Construction Agreement Clauses: Be Sure the Scope For Your Construction Audit Includes These Clauses

Author: Ron Tiers, MBA, CIA, CCA, CCP

Format: 2017 New Perspectives

[Course: Launch Ten Important Construction Agreement Clauses: Be Sure the Scope For Your Construction Audits Includes These Clauses](#)

Internal Audit's Critical Role in Cybersecurity: Deliver Significant Value-Added Services to Your Organization

Author: Raj Chaudhry, CCAIT, CISA, CISM, CREST, CISA, CISM, CREST

Format: 2015 New Perspectives

[Course: Launch Internal Audit's Critical Role in Cybersecurity: Deliver Significant Value-Added Services to Your Organization](#)

2. Once you have clicked on the red "Launch" link next to the course title, a new window will appear with the course content for you to complete.
3. Once you have completed a course, click on the "x" in the top right-hand corner of the window to return to the Online Courses page.



- Once you have completed a course, the box in which the course information is listed will change color from blue to green. A green box indicates that course has been completed.

Online Courses

[View My Learning Plan](#)

1 - Risk Management

1 - Risk Management

Sections

[1 - Risk Management](#)

- 1 - Risk Management

[Go to Top](#)

1 - Risk Management

The "New" Critical Audit Area - Health IT

Author: Johan Lidros, CISA, CISM, CGEIT, CRISC, HITRUST CCSFR, ITIL-F

Format: 2017 Conference Proceeding

Course: [Launch The "New" Critical Audit Area - Health IT](#)

Defining the Meaning of 'Auditing' and 'Monitoring' & Clarifying the Appropriate Use of the Terms

Author: Mark P. Ruppert, CPA, CIA, CISA, CHFP

Format: 2018 White Paper

Course: [Launch Defining the Meaning of 'Auditing' and 'Monitoring' & Clarifying the Appropriate Use of the Terms](#)

How to Differentiate Job Site and Indirect Costs - Part 1: Be Sure to Audit General Condition, General Requirement and Temporary Requirement Costs

Author: Ron Risner, MBA, CIA, CCA, CCP

Format: 2017 New Perspectives

Course: [Launch How to Differentiate Job Site and Indirect Costs - Part 1: Be Sure to Audit General Condition, General Requirement and Temporary Requirement Costs](#)

- To complete as many courses as you'd like within a specific subcategory you have added to your learning plan, repeat steps 1 through 3 in this section of the How To Guide.

Reviewing Completed Courses in Your Learning Plan from One of the 12 Main Categories

1. To review completed courses within a specific subcategory, click on the “Finish Course” button from the Online Courses page.

Online Courses

Optional: 4



1 - Business Aspects of Care Setting; A - Core Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; A - Core Care Settings

Finish Course >

1 - Business Aspects of Care Setting; B - Other Care Settings - Select All Courses in This Category

1 - Business Aspects of Care Setting; B - Other Care Settings

Finish Course >

1 - Risk Management

1 - Risk Management

Finish Course >

2. Once you click on the “Finish Course” button, you will be directed to the category of courses to review.
3. Click on the red “Launch” link next to the title of the course you would like to review.

2.

Online Courses

[View My Learning Plan](#)

1 - Risk Management

1 - Risk Management

Sections

[1 - Risk Management](#)

– 1 - Risk Management

[Go to Top](#)

1 - Risk Management

– The “New” Critical Audit Area - Health IT

Author: Johan Lleros, CISA, CISM, CGEIT, CRISC, HITRUST CCSFP, ITIL-F

Format: 2017 Conference Proceeding

Courses: [Launch The “New” Critical Audit Area - Health IT](#)

– Defining the Meaning of ‘Auditing’ and ‘Monitoring’ & Clarifying the Appropriate Use of the Terms

Author: Mark P. Ruppert, CPA, CIA, CISA, CHFP

Format: 2018 White Paper

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Format: 2017 New Perspectives

Courses: [Launch How to Differentiate Job Site and Indirect Costs - Part 1: Be Sure to Audit General Condition, General Requirement and Temporary Requirement Costs](#)

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- Once you have completed the course, click on the “x” in the top right-hand corner of the window to return to the Online Courses page.

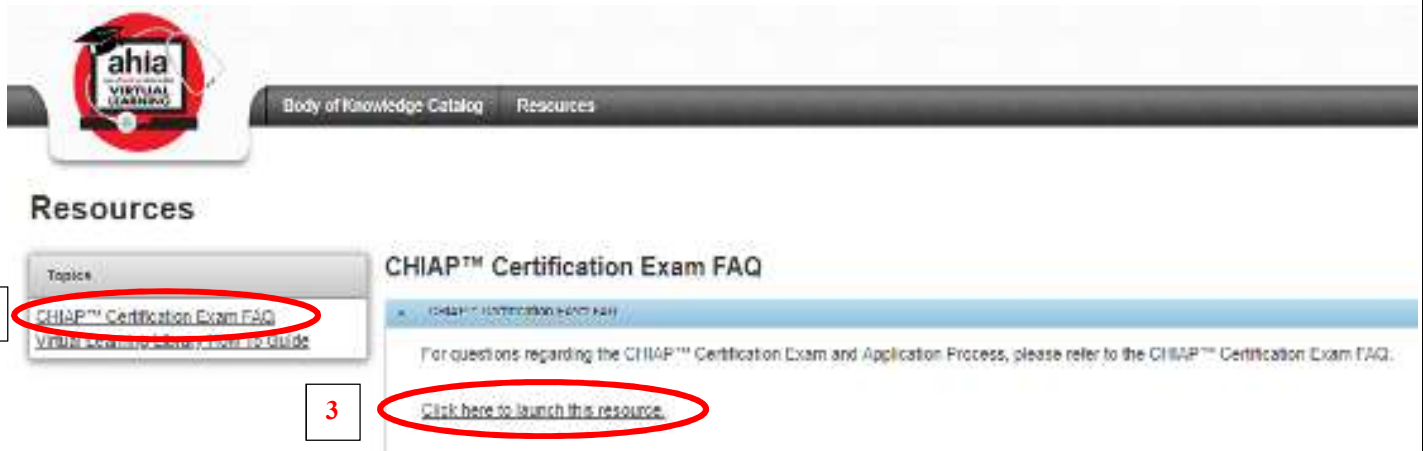


Accessing Additional Resources and Helpful Tools

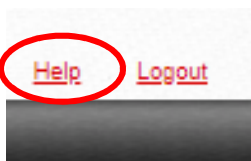
1. If you click on the Resources tab, you will be able to access more information on AHIA's CHIAP™ Certification Exam and Application Process and this Virtual Learning Library "How To" Guide.



2. On the Resources tab, click on the link shown below in the Resources menu to access the CHIAP™ Certification Exam FAQ page.
3. On the CHIAP™ Certification Exam FAQ page, click on the link as shown below for answers to frequently asked questions regarding the certification exam and application process.



4. In the top right-hand corner of the Virtual Learning Library site, there is a link to the "Help" page.



5. On the Help page, you will find contact information for Technical Support.
6. On the Help page, you will find contact information for additional questions or concerns regarding the CHIAP™ Certification Exam and Application Process.



Help

"How To" Guide

[Click here](#) to access the "How To" Guide for navigating the Virtual Learning Library.

5.

Technical Support

If you have any questions or concerns regarding AHIA's Virtual Learning Library, please contact Lisa Aguado, Education Administrator, at laguado@kallencompany.com or 847-606-2314.

6.

Questions about CHIAP™ Certification Exam and Application Process?

If you have any questions or concerns regarding the CHIAP™ Certification Exam, please contact us at certification@ahia.org.