

INSTRUCTIONS FOR WEB-BASED CARECONNECTION®-OUTPATIENT TRAINING  
THIRD FRIDAY OF EACH MONTH FROM 9AM TO 12NOON

**Prior to the day of training:**

1. Go to [www.soonerpro.com](http://www.soonerpro.com).
2. Click on the “Resources” tab towards the top of the home page.
3. From the navigation list on the left side of page click on the “Manuals” link.
4. Click on the + (plus sign) next to “Care Connection® Manuals” to expand the list of available options.
5. Click on the document titled “Outpatient Care Connection® User Guide”.
6. Once the document is on your screen, print a copy for reference and note-taking during the training.

**On the day of the training:**

This training will be telephonic and web based. In order to participate in the training, you need to open a web browser and go to:

<https://apshealthcare.webex.com/apshealthcare/j.php?ED=148276562&UID=491705422&RT=MiM3>

Please log-on to the web-site approximately 15 minutes prior to training. **You may also attempt this prior to the day of training if you would like.**

The next thing you want to do is dial into the conference call.

Toll Free Access Number – (888)242-1836

Access Code – 8367760

Once you dial the Toll Free Access Number (you have to dial “1” first), an operator will ask you to enter your access code. Please enter the access code above and press the # button. The operator will then ask you to state your name and press the # button. You will then be placed into the conference call.

If it is possible, please put your phone on mute during the training to reduce the background noise unless you are asking the trainer a question.

Also, please do not put your phone on hold during the training; if your agency has music playing while on hold, it can be heard by those attending the training.

Thanks...