
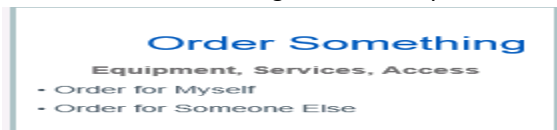


HOW TO SUBMIT AN EXTERNAL CE REQUEST FOR FAIRVIEW REHAB SERVICES

Complete the Rehab Services CE Request Form found in the IT HUB

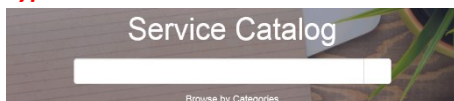
1. **Login** to IT HUB using your Fairview ID and Password. You can access IT HUB by clicking on  tab located on the Intranet or click on this link [Login - IT HUB](#)

2. **Click** on Order Something /Order for myself

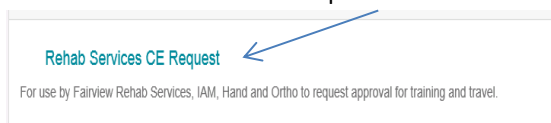


3. **Click on** “order for myself”

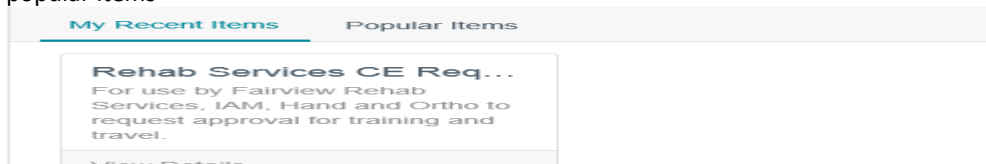
4. **Type in search bar:** Rehab Services CE Request



Click on Rehab Services CE request



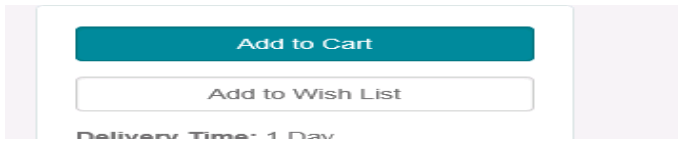
5. Once you have submitted a request the first time, the second time you log in you should see it appear on “My recent items and popular items”



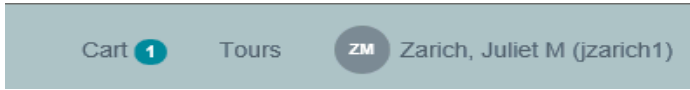
6. Some points to keep in mind while entering the form data:

- a) **Review** Fairview’s travel policy and reimbursement process.
- b) ***All Fairview Employees are required to review Fairview’s Travel Policy before requesting travel arrangements to ensure all business-related expenses are appropriate, reasonable, and properly documented. You are also required to review the CE Guidelines.
- c) **Check** each box to confirm you have read and understood Fairview Travel policy and CE Guidelines.
- d) The “Training/Travel requested for” field will auto-populate with your name and cannot be altered. Each employee must submit their own request, which will require subsequent approvals before any training/travel arrangement is initiated.
- e) You will be prompted to add your address and phone number.
- f) Continue to **complete** the starred/required fields.
- g) If your director does not auto populate, please use drip down list to choose your director.

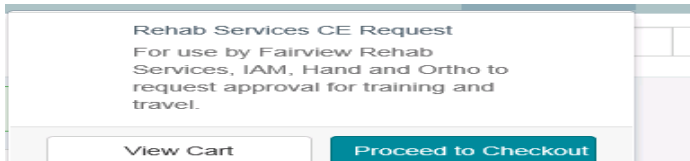
7. When you are finished completing all the required fields, you can add to cart.



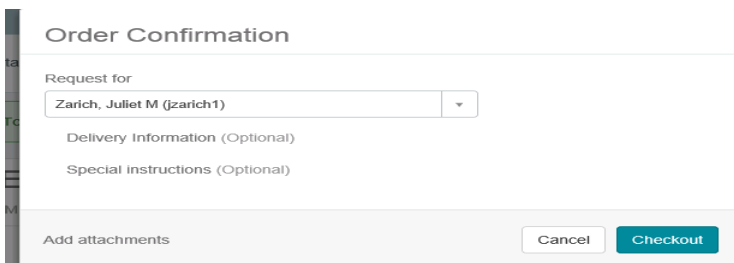
8. Go to your Cart found on top right-hand corner; left of your name: Click on cart.



9. Click on View cart or you can proceed to checkout.



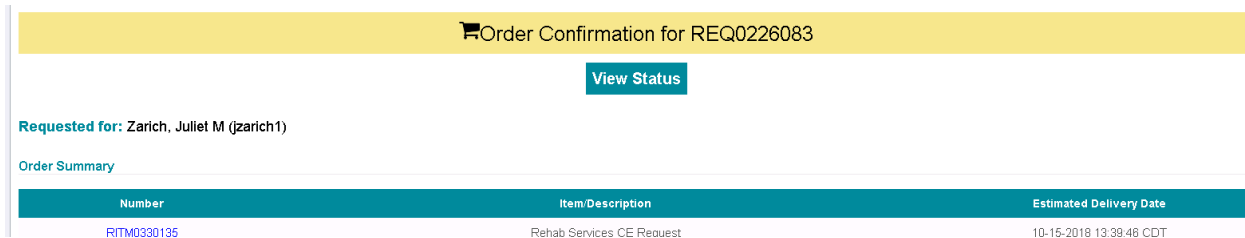
Below image will appear, you can add attachments, special instructions or you can proceed to checkout.



9. You will see an order status page indicating that you have successfully entered your External CE request.

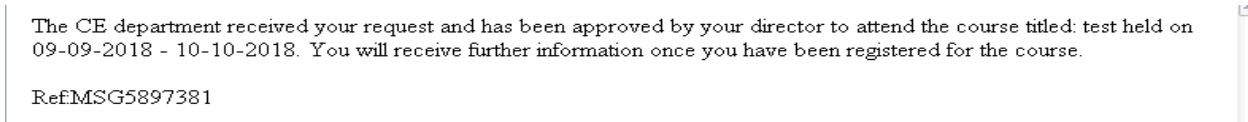
| Order Placed : 10-15-2018 13:39:46 | | | | | | |
|------------------------------------|---------------------|---------------|-------|-------------|---------------|--|
| Request Number : REQ0226083 | | | | | | |
| Estimated Delivery : 10-15-2018 | | | | | | |
| Request Item | Order Item | Delivery Date | Stage | Price (ea.) | Total | |
| RITM0330135 | Rehab Services C... | 10-15-2018 | ▶️🟡🟢🟣 | -- | -- | |
| | | | | | Total: \$0.00 | |

10. You will receive an email that your request has been accepted and is being reviewed by you Supervisor/Director.



***This is not an approval from director

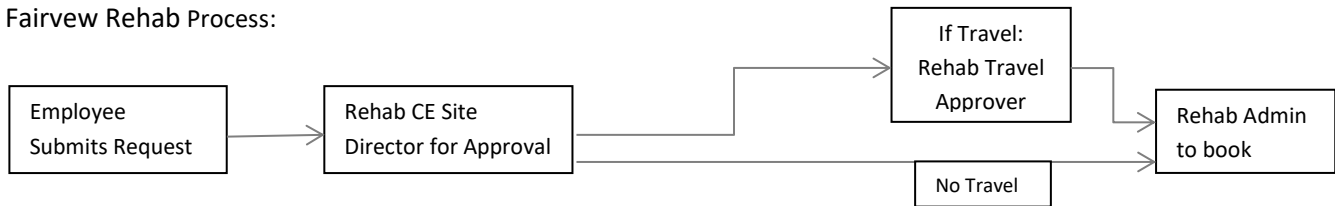
11. After it has been approved by your director you will receive another email.



12. The Continuing Education Department will receive approval and soon sign you up for the course and arrange for travel if needed. You will receive email confirmation from the CE department when you have been registered for the course and/or travel.

The approval process Fairview Rehab Services and Orthotics/Home Medical is as follows:

Fairview Rehab Process:



If you have any questions about the Continuing Education process for External Courses, please contact Juliet Zarich, Continuing Education Specialist at 612-672-5607 or Peggy Mueller Brandenburg, Director of Clinical Quality at 612-273-7388.