

Five Steps for Webinar Success

These tips will make attending POE webinars as easy as counting to five!

<p>Step One Register</p>	<p>If you have not already done so, register on our website via the Events page.</p> <ul style="list-style-type: none"> • Each person who wants to attend must register. After registering, you'll receive an email with a personalized link to join the webinar. Reminder emails will be sent periodically until the webinar date. • Do not share your email/link to join with others who may want to attend; the link you receive is unique to your registration. Encourage others to register!
<p>Step Two Find/Print/View Materials</p>	<p>Approximately two days before the webinar, look for the materials on our website.</p> <ul style="list-style-type: none"> • On the Home Page, select Events. You'll see related materials in the PDF column. <p>To print, click the Print icon or hit "Ctrl" and "P" on your keyboard.</p> <ul style="list-style-type: none"> • We recommend printing multiple slides per sheet, but no more than four. To do so, tab to the word "multiple" in the print box under Page Sizing & Handling, then select the number of slides per sheet under the Pages Per Sheet option. <p>Note: Webinar materials (PDFs) are available on the Events Past Events tab for a period of four months following the session.</p>
<p>Step Three Participate</p>	<p>On the date of the webinar, enter the webinar by clicking the link in the email you received.</p> <ul style="list-style-type: none"> • We recommend logging in 5–10 minutes prior to the session start time to ensure connectivity. • You can listen via your computer/laptop using a USB headset or dial in via a telephone line using the dial-in-number, conference code, and audio PIN provided in the attendee webinar pane. • Please be advised, your long-distance carrier will apply charges since the telephone numbers are toll calls. You are not required to dial-in early prior to the webinar start time. • If you listen via your computer/laptop and have audio issues, dial in via telephone. • If your event includes audience polling, simply click the appropriate response on your screen. You'll be given ample time to respond; the results of the poll will be shared with the audience as appropriate. • When available, you may type questions related to the event topic into the question box of the attendee webinar pane.

	<ul style="list-style-type: none"> • Do not ask questions related to specific claims or beneficiaries. Do not include protected health information (PHI) in your question. Contact the Provider Contact Center with such questions. If you are not a provider who has National Government Services as your Medicare Administrative Contractor (MAC), contact your MAC. • You may receive a typed response to your question in the question box of the webinar pane or a verbal response during the question/answer segment.
Step Four Provide Your Feedback	Following the webinar you'll receive a separate email from 'noreply@qemailserver.com' that includes a survey for the event. We hope you'll take a few moments to complete the survey. We appreciate your feedback.
Step Five Self-Report Your Attendance	<p>Use the instructions in the email you receive from us following the webinar to obtain a Medicare University Certificate of Attendance.</p> <p>Webinar attendees are also eligible to receive one (1) CEU from the AAPC for each hour of National Government Services education.</p> <ul style="list-style-type: none"> • To receive continuing education units (CEUs) from the American Academy of Professional Coders (AAPC), you must self-report your attendance at the webinar to the AAPC. To do so, contact the AAPC directly. If they require proof of attendance, you can use the email you will receive from us at the end of the webinar. You do not need an AAPC index number. <p>To receive credits from any other credentialing agency, contact them directly to inquire.</p>

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