

Physician FAQ

*****When logging in through SSO as a AHN/Highmark Employee please use the Internet Explorer Browser**

How do I create an account?

1. Select "AHN/Highmark Employee Login" at the top of the homepage
2. You will be redirected to a Microsoft login page -- enter-in your AHN/Highmark email address and select "Next" Note: Jefferson and Saint Vincent employees, please be sure to use your ahn.org email address, not the prior jefferson.org and svhs.org emails.
3. HM Health Solutions page will generate -- sign in with your organizational account password
4. You will be asked to stay logged-in to your "@pgh.wpahs.org" account -- select "Yes"

How do I complete my profile?

My Account > Edit > Profile > complete boxes with asterisk > Save

***Must be completed to register for sessions, print transcripts, etc.

How do I add my mobile number?

My Account > Edit > Mobile > add mobile number > Confirm number > Enter the confirmation code sent by SMS to your mobile phone > Enter confirmation code > Confirm number

Where do I text the Attendance Code?

Text Attendance Code to (412) 301-9919.

How do I complete the evaluation and claim credit (two ways)?

- 1.) From the confirmation email, click link to session > Login with your AHN credentials > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.
- 2.) My Account > My Activities > Pending activities > select session > Take Course > Click Evaluation tab > Click Start > Complete Evaluation > Click Submit > Click Credit tab > Click Start > Enter the amount of credits to claim > Click Submit.

How do I access my transcript?

Formal Courses: My Account > My Activities > Completed activities > Download PDF

RSS Credit: My Account > My Activities > Session credit > Download PDF

*Please note: RSS credit in the new system can be found under Session credit transcript. All other credit will appear in Completed activities transcript (formal courses).