



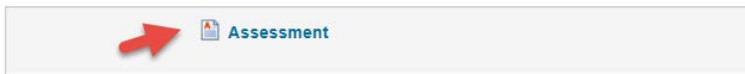
The following steps describe how to take a quiz in Knowledge Link. The examples in this job-aid are specific to PennChart instructor-led training. **Other quizzes may appear differently and some options may not be available.**

How to take a Quiz in Knowledge Link

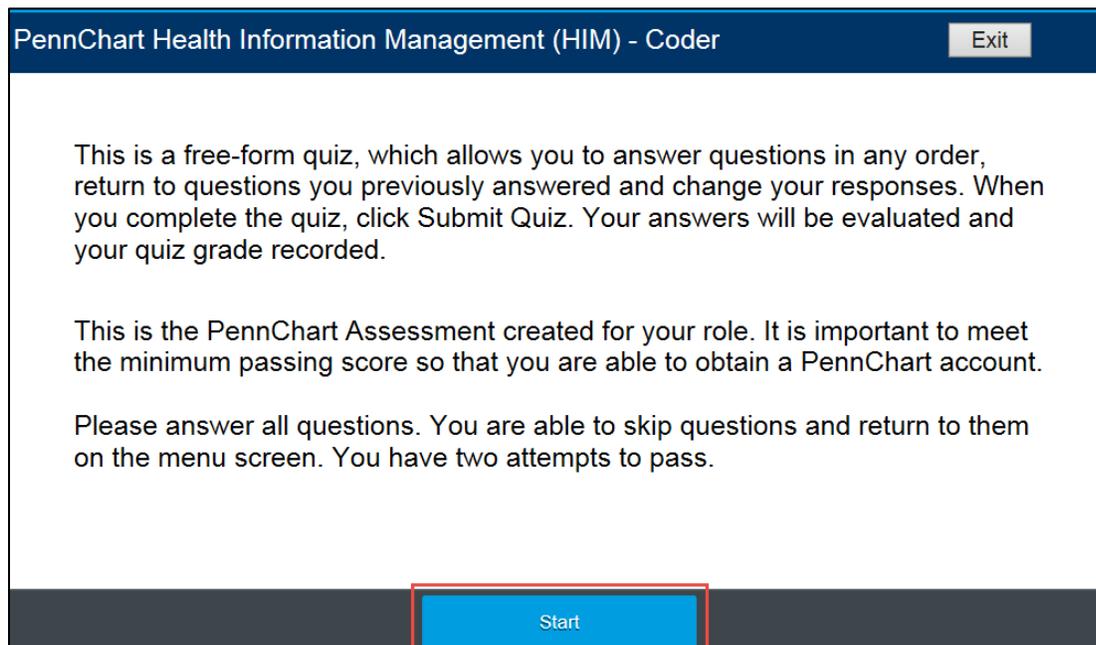
1. Have each user log into Knowledge Link and view their Learning Plan.
2. Scroll to the title of the current class, click the arrow next to Enrolled, then click **Start Course**.



3. Click the assessment and/or survey link. For examples of the Assessment, proceed to the next step.



4. When the user clicks Assessment, a separate window will open, and they can click **Start**.



- 5. The user has several options for navigating the assessment.

PennChart Health Information Management (HIM) - Coder

Exit

7 of 16 questions answered

Question 8

After the physician responds to the query, to which workqueue will the account automatically route?

- Coding Priority
- Uncoded Accounts
- Coding Query Response Received
- Charge Capture Emergency

Previous Check Answer Next

indicates how many questions have been answered

go to a specific question

check if answer is correct

NOTE: once this button is clicked, the answer cannot be changed

go to next question

go to previous question

- 6. If a computer freezes or a user is kicked out, the user can return and begin where they left off.
- 7. Users will be warned if they do not answer all questions before they submit. Unanswered questions will be marked incorrect.
- 8. On the last screen of the assessment, the user will see their score and a Review Quiz button.

IMPORTANT: The user must not exit this screen or they will not be able to review the questions.

47%

7 of 15 questions correct

Review Questions

- 9. Click **Review Questions** and use the quiz navigation to go to each question and review the answers.