



# HOW TO REGISTER FOR A WORKSHOP

To register for this workshop, visit the [www.ctdssmap.com](http://www.ctdssmap.com) Web site, go to the Hospital Modernization Web page, and click on “Provider Training” under Helpful Information & Publications on the right side of the Web page. Select the Hospital APC Workshop you wish to attend and click on the Registration Link.

**Due to limited seating availability, the workshop held at the Connecticut Hospital Association is limited to two (2) attendees per provider. Each attendee from the same hospital must register separately.**

## **Internet Virtual Classroom Training**

Hewlett Packard Enterprise utilizes internet virtual classrooms that allow class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the **Hospital APC Workshop**. We have replaced HP Virtual Room with HPE MyRoom. As a result, providers will need to download HPE MyRoom and set up an account in order to attend the virtual classroom training. Hospitals who register for this training will receive an email with directions on how to attend this training, this email will include the key that is required to set up an HPE MyRoom account. **For this reason, it is critical that providers enter a valid email address at the time of registration.**

If this email is not received 3 days prior to the training, please contact the Provider Assistance Center toll free at 1-800-842-8440.

**Please supply the following information when registering for a workshop:**

- Provider Name
- NPI Number
- Contact Name
- Telephone Number (including Area Code)
- Email Address
- Name of Attendee

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with the Provider Assistance Center. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Please be sure to include all of the registration information to ensure timely and accurate attendance registration.

## **IMPORTANT NOTICES:**

**CHA is a smoke-free campus**

**\*\*\*\*\* NO SMOKING ALLOWED\*\*\*\*\***

The use of tobacco products is prohibited on the grounds, sidewalks, delivery areas, and parking lots.

Refreshments will **not** be served.

# DIRECTIONS

**Connecticut Hospital Association**  
**110 Barnes Road, Wallingford, CT 06492 (203)265-7611**

- **1-91 NORTHBOUND:** Take Exit 15. At the end of the Exit ramp, turn LEFT onto ROUTE 68 WEST. Proceed approx. 1.8 miles on ROUTE 68 to the \*7th traffic light; Turn RIGHT onto BARNES INDUSTRIAL PARK ROAD NORTH; at the traffic light, turn LEFT onto BARNES ROAD; and take FIRST RIGHT into CHA driveway.
- **I-91 SOUTHBOUND:** Take Exit 15. At the end of the Exit ramp, turn RIGHT onto ROUTE 68 WEST. Proceed approx. 1.8 miles on ROUTE 68 to the \*6th traffic light; Turn RIGHT onto BARNES INDUSTRIAL PARK ROAD NORTH; at the traffic light, turn LEFT onto BARNES ROAD; and take FIRST RIGHT into CHA driveway.
- **Wilbur Cross (Route 15) NORTHBOUND:** Take Exit 66. At the end of the Exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to \*4th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.
- **Wilbur Cross (Route 15) SOUTHBOUND:** Take Exit 66. At the end of the exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to \*5th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.
- **I-84 EASTBOUND:** Take Exit 27. Proceed onto Route 691 East. Follow to the WILBUR CROSS PARKWAY SOUTHBOUND. Take Exit 66. At the end of the exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to \*5th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.

**\*IMPORTANT ~ Traffic light count includes light at the end of ramp**