Product:	Enterprise Express Text	**NL:**	2081-160
Subject:	Mandatory MT Training Session for Correction Client Version 1.3X	**Date:**	December 22, 2004

Mandatory MT Training Session for Correction Client Version 1.3X

Correction Client Customers will not be successful using Correction Client Version 1.3X software without taking a 17-minute distance learning session. The Customer Medical Transcriptionists (MTs) must complete the free session prior to upgrading to this version of software. The procedure for scheduling training is as follows:

The District Service Managers (DSMs) set the priority in their districts for upgrades, with input from the Project Manager, if one is engaged in the account. If the Correction Client Version 1.3X upgrade will be performed pre-go-live or immediately post-go-live, it will be managed through the normal implementation process. The DSMs must send a request to MaryJoy Boby to register MTs for the class.

NOTE *Every Medical Transcriptionist and Customer Point of Contact using Correction Client V1.3X must take the class.*

The DSMs must supply MaryJoy Boby with:

- Name, email address, and phone number of one main Customer point of contact (POC)
- Name and email address of each MT

Without this information, the MTs cannot be registered for the class.

MaryJoy will register each MT and Customer POC for the class and confirm the registration, attaching a copy of the Customer newsletter (EXSA052) for distribution to the MTs and POCs by the DSMs.

A local Service Representative will perform the Correction Client Version 1.3X upgrade.

Distribution: ☑ Everyone; ☐ APP Customer; ☐ CSP Customer; ☐ Employee

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