



### Completing Form

Please use this form to enter everyone who requires access to the CDST. We will use this list to register people for the tool. Prior to gaining access to the tool, there is a pre-requisite course that must be taken. Once McKesson receives this information, they will send out an email regarding registration for the required course. When the Overview course is completed, the individual will receive a user specific ID and password to gain entry.

Please read the other instructions for more detail on entering the information. Correct data entry is critical in getting accurate reports.

### Email

Please use work/military email address.

### MTF Name

Please enter the full name or acronym name of the MTF where the staff work. Example: Walter Reed National Military Medical Center (WRNMMC) or Fort Belvoir Community Hospital (FBCH), or Navy Health Clinic Quantico (NHCQ)

### Service Branch

This is a drop down, and please enter only the allowed entries (you will get an invalided message if you try to enter anything else). Enter the Service where staff is affiliated. Example: contract staff hired by the Army would be Service Branch "Army."

Only use administrative if you are not "hands on" and/or not affiliated with a Service Example: DHA CM consultant, or VA CM.

### Job Role

This is a drop down, and please enter only the allowed entries (you will get an invalided message if you try to enter anything else). Identify the primary role of the staff member. Example: If staff is hired as a case manager, and is an RN, choose Case Manager - RN.

If a Social Worker or Registered Nurse do not perform primarily CM activities, but want to take the course, choose Registered Nurse or Social worker.

**Drop Down by Category**

<b>Service</b>	<b>Role</b>
Army	Case Manager - RN
Navy	Case Manager - SW
Air Force	Case manager - Non Clinical
Coast Guard	Disease Manager
Marine Corp	UM - Referral Management
Administrative	UM - Discharge Planning
	Registered Nurse
	Social Worker
	Physican
	Administration