

## New User Unicare Training Registration Form

*Santa Clara Valley Health & Hospital System will be sponsoring Unicare training starting September 18<sup>th</sup> 2006. Classes are offered twice per month.*

**All new Mental Health & Drug and Alcohol Unicare users are required to take the Basic Unicare training. Clerical Staff must take the Basic Unicare training and the MH or DADS Unicare Clerical training. Clinicians must take the Basic Unicare training and the MH or DADS Clinical training.**

### Schedule Information

- Basic Unicare training is held every other Tuesday of every month. Class hours are 9:30AM-11:30 AM
- Unicare Clinical training is held every other Wednesday of every month. MH clinical training is from 9AM-12PM and DADS Clinical training is from 1PM-4PM.
- DADS Unicare Clerical training is held every other Thursday 12:30 PM –5 PM.
- MH Unicare Clerical training part 1 is held every other Thursday 8 Am-12 PM and part 2 the following Friday 8 Am-12 PM.

*For course or scheduling questions contact Michelle Robles at 408-885-4564*

***You may register your employee by filling out this form and faxing it to 408-885-2036.***

Once your employee registers, you will receive a confirmation by email and fax with dates, times and directions to the location. If you fax your form and DO NOT receive a confirmation within 24 hours, call 408-885-4564 to determine if the fax was received. Upon receiving confirmation back, please have your employee(s) mark their calendar for the confirmed training dates. Attendance will be taken and reported back to the supervisor.

***\* It is very important that your employee(s) attend all designated trainings on time. \*\* Please ensure that your employee has their Unicare log on account established prior to attending classes. Contact Otto Esparza @ 885-3595 if you have Unicare account questions.***

Name (Last, First, Middle Initial)	Work Phone	Alternate Phone	Fax Number	Job Title
Agency	Business Address		Circle One: DADS or MH	
City	Zip	Email Address		
Supervisor's Signature	Supervisor's Phone	Supervisors Email Address		

### Unicare Training Class Days (Tuesday, Wednesday, Thursday, Friday)

Course	Course Date Enter date/beginning week of September 18 <sup>th</sup> -2006	Day of the Week	Session AM or PM
Basic Unicare <input type="checkbox"/> *Prerequisite		Tuesday 9:30-11:30 AM	AM Session ONLY
MH Clinical <input type="checkbox"/>		Wednesday 9:00-12:00 PM	AM Session ONLY
DADS Clinical <input type="checkbox"/>		Wednesday 12:30-4:00 PM	PM Session ONLY
MH Clerical <input type="checkbox"/>		Thursday 8:00-12:00 PM Friday 8:00-12:00 PM	Part 1 held AM Only Part 2 held AM ONLY
DADS Clerical <input type="checkbox"/>		Thursday 12:30-5:00 PM	PM Session ONLY

**\* Note: One registration form per person**