Request To Attend (RTA)

Request To Attend allows Health Quest nursing professionals to electronically submit requests to attend external career development and certification training events. Request To Attend replaces the paper form previously used to submit attendance requests.

Accessing Request To Attend

Request To Attend is accessed through Internet Explorer by entering the following address:

https://hqnet.health-quest.org/requesttoattend  (Probably through HQNet)

At the HQNet Login Screen:

- Enter your Username
- Enter your Password
- Click Login

The Request To Attend Home Page

The Home Page displays your open requests for training, as well as existing requests requiring follow-up action. From the Home page you can add new requests to attend training events, or search for existing training requests.
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From the Home Page, click New Request

The New Request screen is divided into 6 sections:

- Employment Information
- Program information
- Mileage Calculation
- Expenses
- Account Information
- Policy Confirmation/Submission

1. Employment Information

1. Your name, address, and employment information is automatically populated.
2. Complete the Certification questions pertaining to your current certification status.
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2. Program Information

1. Type the name of the program you wish to attend in the **Program Title** field.
2. Enter the **Start Date** for the program.
3. Enter the **End Date** for the program.
4. Add **Comments** if necessary.
5. Enter the address information where the program is to be held.
6. Click **Calculate Mileage Expense** if you require mileage reimbursement. Mileage is calculated from your base location to the address specified for the event. Mileage is automatically calculated for round-trip travel at the current corporate mileage reimbursement rate.

**Note:** Click **Clear Mileage Expense** if you are not requesting mileage reimbursement for the requested event.

3. Mileage Calculation [Google Maps]

The Mileage Calculation section populates and displays travel information based on the address indicated in the Program Information section.

**Note:** Mileage less than 30 miles is considered local and is not reimbursed.
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#### 4. Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated</th>
<th>Expense Type</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Expense</td>
<td>94.10</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Fare</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>200.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Hotel Expense</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>8.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>10.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>22.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Incidents</td>
<td>15.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>334.10</strong></td>
<td></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

Enter your estimated expenses for the program into their appropriate fields. Mileage is calculated based on the information entered into the Program Information section.

Rules for meal reimbursement may be read by clicking on the for each meal type.

Copies of receipts are required for all expenses that you request reimbursement.

The TOTAL estimated reimbursement is automatically calculated.
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5. Account Information

**Available Training Funds** field displays the current balance for your account. The balance includes all open RTA requests pending approval. If your request is denied, the estimated expenses are credited back to your account balance.

If an advance is requested for certification examinations, enter that dollar amount in **Requested Advance** field. Please note that management approval is required when requesting an advance.

6. Policy Confirmation and Submission

Read the Policy Confirmation which details the required paperwork necessary for program approval. Receipts are required for all expense types with the exception of mileage.

Review your request to ensure all information is entered accurately.

Click **Submit Request**.

You will be prompted to enter any missing information before the request is submitted.

Approvals and denials are sent to the Requestor via Health Quest email.
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RTA Submission Screen

Your request is displayed with an assigned Request number. Your request is sent to the appropriate department for review.

<table>
<thead>
<tr>
<th>Employee Information</th>
<th>Certification</th>
<th>Request Workflow</th>
<th>Program Information</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>OCN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXXX XXXX</td>
<td></td>
<td>Request Submitted</td>
<td>Program Name</td>
<td>Estimated</td>
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Click the appropriate navigation button on the top of the screen to:

- Log Out
- Return to Home Screen
- Enter a New Request
- Search for a Request
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RTA Approval/Denial email

Once the request has been reviewed, an automated email is sent to the Requestor to indicate approval or denial.

Click on the link to open the Request.
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Requests Requiring My Action

The Home Page will display requests that require follow-up action:

1. Click on the request that requires follow-up action.
2. Review the **Next Action** section for your follow-up steps.

Click to view previous processes.