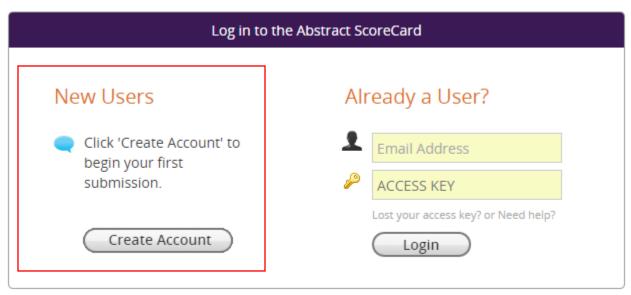
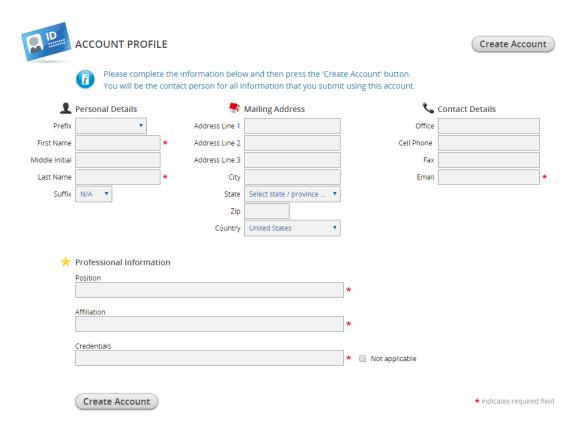
If a new user to NHIA please select the





Questions? Organizer: Katie Kostiuk - KKostiuk@conferencemanagers.com /

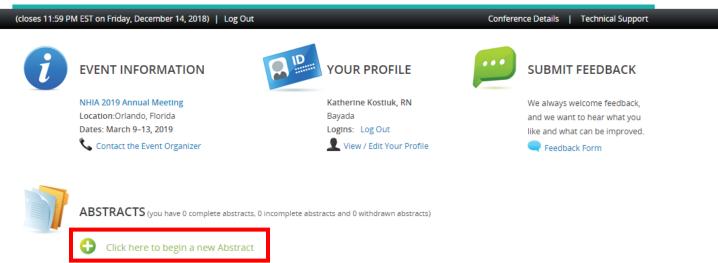
You will be navigated to the "Account Profile" page. Here you will complete your person and professional information. All fields marked with a red asterisk are required fields.



Once you have completed all fields. Click "create account".

Upon completion of your account, you will be redirected to the below page. To submit your abstract, navigate to the "Abstracts" area on the page and select "Click here to begin a new Abstract".

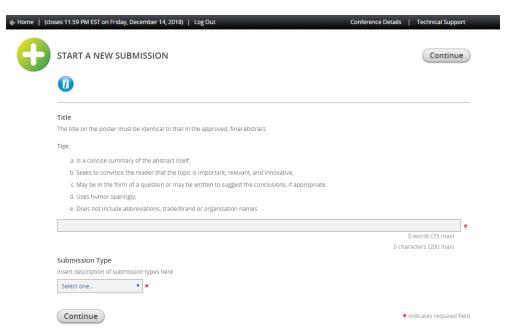




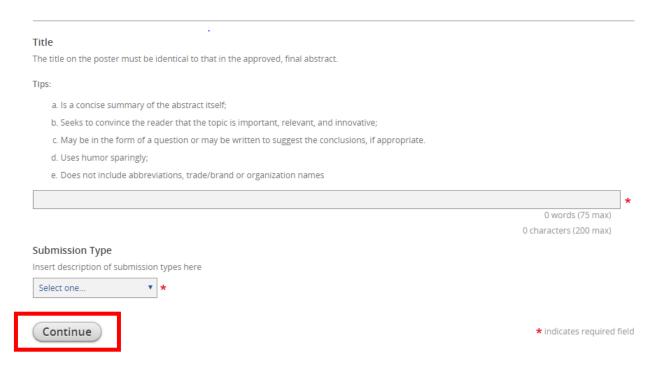
Complete the steps as outlined on the page to submit your abstract. After completing the field for your Abstract Title, you will select the submission type in which you are submitting your abstract. There are 2 types of abstracts for SLAS they include:

Resident Poster Presenter

Poster Presenter

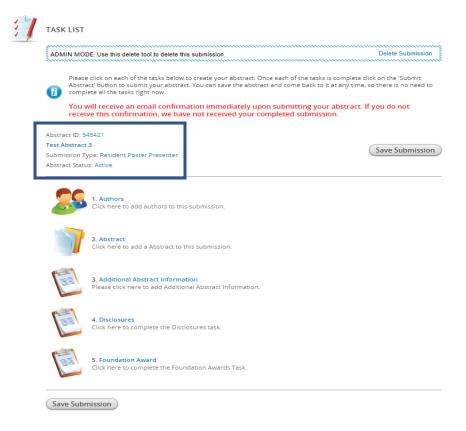


Once you have completed all the required fields, hit "Continue".



You will be directed to the "Task List" page within the portal where you will need to follow each step to complete the submission process.

Please note, your submission has been assigned an Abstract ID, as shown in the blue box below.



Task List item #1

Click on the first item in the task list "Authors".



Follow the instructions below to complete the task for the "Author". Click on the name of the author as stated in the instructions on the page.



Please create the list of Authors for this submission. The primary Author will be the first Author in the list. You can move Authors down in the list with the 'down' buttons, as well as remove them with the 'X' buttons. To add new Authors just type in an email address in the field next to the 'plus' button.

To add an author:

- Type the author's first name, last name, and email address.
- Click 'Add Author.'

To complete an author's profile:

- · Click on the author's name to complete the profile.
- · A green check mark indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.



Complete the required and any additional information for the primary presenter as instructed on the page. Required information is notated with a *.



Continue . . .



Tips:

- a. Includes the name, credentials and employer or institutional affiliation of each person who substantially contributed to the conception, design, analysis and/or interpretation of data; drafting and/or review of the abstract; OR final approval of the abstract submitted. Participation solely in the collection of data usually does not warrant authorship.
- b. Designates one author as the presenting author by CAPITALIZING THE FULL NAME. (Note: If accepted, presenting author is expected to present the poster at the NHIA Annual Conference & Exposition. All correspondence will be sent to the presenting author).
- c. When all authors work for the same employer, the employer's name is listed one time at the end of all author names.
- d. When authors work for different employers, superscript is used to designate which employer is associated with each author, as shown in this example: JANE DOE, PharmD1; Jim Doe, MPH1; Joe Doe, PharmD1; Janine Doe2 1 ABC Solutions; 2 Solutions IV.

Prefix Name Katherine Address Line 1 Address Line 2 Address Line 2 Address Line 3 Name Kostluk Suffix N/A State Select state / province Zip Country United States Administrative Assistant (they will be copied on all emails) Name Telephone Email Position Clinician Affiliation Bayada Credentials RN Biographical Sketch Please type or paste text of no more than a few paragraphs in length. O words O characters Address Line 2 Ceil Phone Email Katherine@test.com Fax Email katherine@test.com Fax Email katherine@test.com Fax Email katherine@test.com Fax Email katherine@test.com For applicable Not applicable		Personal Details		1	Mailing Address	_	6	Contact Details
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When you have completed all the required information, click the continue button. You will be navigated back to the "Author" task and see that the task is complete by the \checkmark . Then click the "Save Authors" button to complete the task.



Save Authors

Please create the list of Authors for this submission. The primary Author will be the first Author in the list. You can move Authors down in the list with the 'down' buttons, as well as remove them with the 'X' buttons. To add new Authors just type in an email address in the field next to the 'plus' button.

To add an author:

- Type the author's first name, last name, and email address.
- · Click 'Add Author.'

To complete an author's profile:

- · Click on the author's name to complete the profile.
- · A green check mark indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.



Once directed back to the home page of the submission site, you'll see the completed task as illustrated below. Once the first task is completed, move on to the next item, #2 Abstract.

Abstract ID: 545421

Test Abstract 3

Submission Type: Resident Poster Presenter

Abstract Status: Active

Save Submission



Please complete as much of the information as you can and then press the 'Continue' button.



1. Authors

Click here to add authors to this submission.



2. Abstract

Click here to add a Abstract to this submission.



3. Additional Abstract Information

Please click here to add Additional Abstract Information.



4. Disclosures

Click here to complete the Disclosures task.



5. Foundation Award

Click here to complete the Foundation Awards Task.

Save Submission

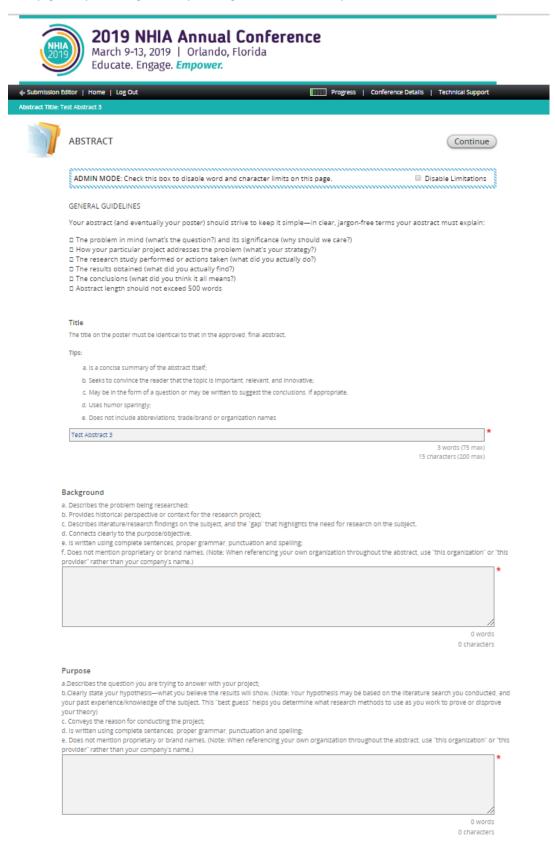
Task Item #2 "Abstract". Click on the blue hyperlink "Abstract".



2. Abstract

Click here to add a Abstract to this submission.

Upon entry you'll be directed the Abstract page to complete your poster abstract submission. General guidelines and tips are there to help guide you along the way through the submission process.



Methods	
a. Provides a succinct overview of the research study steps taken and the procedure followed for data collection and documentation;	
 b. Indicates the study's basic design (e.g., randomized controlled trial, cohort, survey, cost-effectiveness analysis); 	
c. Includes a notation regarding IRB (institutional Review Board) approval if human subjects were included in the study;	
 Briefly describes any statistical analyses that were used and how they allowed you to address the hypothesis. 	
e. Includes the timeline during which the project took place;	
f. Briefly describes the characteristics of the "population" (number of participants, factors used to determine participant inclusion and	exclusion from
study, etc.); g, Reflects a sample size that is sufficiently large to support the conclusions drawn from the results shared later in the abstract;	
h. Is written using complete sentences, proper grammar, punctuation and spelling;	
I. Only one mention of a proprietary or brand name is permitted in this section (Note: When referencing your own organization throug	thout the abstr
use "this organization" or "this provider" rather than your company's name.)	
	0 words
	0 characters
Results	
a. Begins by mentioning whether the research study/procedure proved or disproved the hypothesis;	
b. Presents the results—quantitative, qualitative, and/or descriptive, as applicable;	
c. Includes relevant statistical information, such as confidence intervals and levels of statistical significance;	
d. Is written in narrative format, saving "visual" elements such as lists, tables, graphs, photos and/or illustrations for the poster itself;	
e. Is written using complete sentences, proper grammar, punctuation and spelling;	
f. Does not mention proprietary or brand names.	
g. Provides sufficient detail to support the conclusions.	
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	0 characters
	o characters
Discussion	
 a. Reminds the reader of the primary lesson learned and states whether the hypothesis was supported; 	
 b. Explains the outcome and findings' relevance to the field and contribution to the practice of home infusion; 	
c. Addresses implications for future research, practice or replication of the idea/innovation; (Note: Use caution when applying your resu	ilts to a broade
population—the sample size that was studied must be sufficiently large to support such scalability)	
d. Statements are clearly supported by the findings in results section; e. is written using complete sentences, proper grammar, punctuation and spelling;	
f. Does not mention proprietary or brand names.	
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Conclusions	
a. A brief statement; clearly supported by the findings in results section;	
b. Is written using complete sentences, proper grammar, punctuation and spelling;	
c. Does not mention proprietary or brand names. tract.	
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Complete the required fields indicated by a *. Once the fields are complete click "Continue".

Next, click on #3 "Additional Abstract Information".

Continue





Please click on each of the tasks below to create your abstract. Once each of the tasks is complete Abstract' button to submit your abstract. You can save the abstract and come back to it at any tim complete all the tasks right now.

You will receive an email confirmation immediately upon submitting your abstract receive this confirmation, we have not received your completed submission.

Abstract ID: 545421 Test Abstract 3

Submission Type: Resident Poster Presenter

Abstract Status: Active



1. Authors

Click here to add authors to this submission.



2. Abstract

Click here to add a Abstract to this submission.



3. Additional Abstract Information

Please click here to add Additional Abstract Information.



4. Disclosures

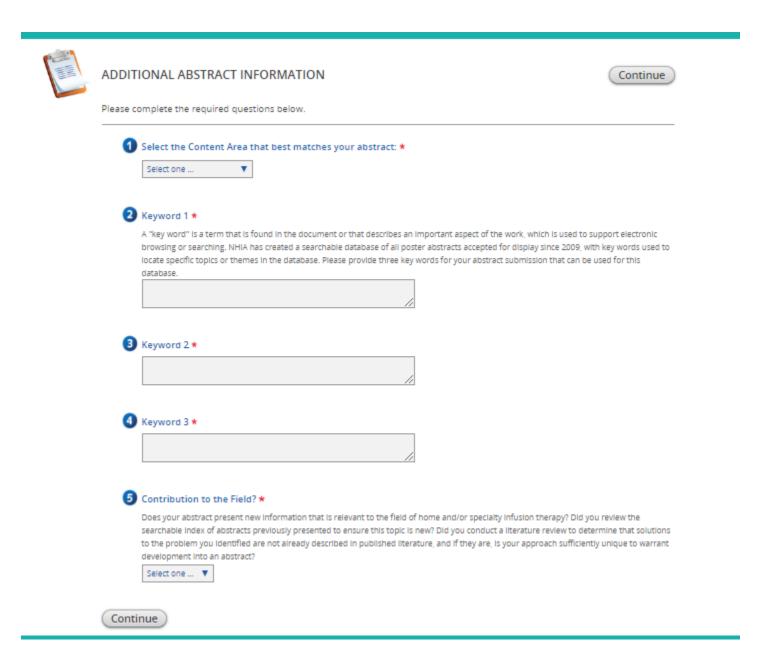
Click here to complete the Disclosures task.



5. Foundation Award

Click here to complete the Foundation Awards Task.

In the "Additional Abstract Information" section, please tell us a little more about the submission. The posters are divided up among 4 categories, and we ask that you choose the category that best describes your submission. Additionally, we ask that you please include 3 keywords to describe important aspects of your work that can be found in a searchable database of NHIA posters since 2009. Lastly, we'd like to know about how the poster contributes to the field.



Once all the fields have been completed, please click "continue".

You'll then select #4 "Disclosure".





Please click on each of the tasks below to create your abstract. Once each of the tasks is complete Abstract' button to submit your abstract. You can save the abstract and come back to it at any tim complete all the tasks right now.

You will receive an email confirmation immediately upon submitting your abstract receive this confirmation, we have not received your completed submission.

Abstract ID: 545421 Test Abstract 3

Submission Type: Resident Poster Presenter

Abstract Status: Active



1. Authors

Click here to add authors to this submission.



2. Abstract

Click here to add a Abstract to this submission.



3. Additional Abstract Information

Please click here to add Additional Abstract Information.



4. Disclosures

Click here to complete the Disclosures task.



5. Foundation Award

Click here to complete the Foundation Awards Task.

Disclosures are required for each individual author included on the submission. Please select each others name to complete the disclosure task.



Save Disclosures

During your online abstract submission, you were asked to give full disclosure information for all authors. A summary of this information must be displayed on your poster in a "Disclosure" section at the bottom of the poster, in smaller font than the body of the poster.

Each author is required to submit a Conflict of Interest Disclosure. You can access each author's form by clicking on the name(s) below.

In addition, the envelope icon next to each name will create an automatic email to that speaker inviting them to complete the form.

×

Katherine Kostiuk, RN , Clinician, Bayada



DISCLOSURES

Complete Form

During your online abstract submission, you were asked to give full disclosure information for all authors. A summary of this information must be displayed on your poster in a "Disclosure" section at the bottom of the poster, in smaller font than the body of the poster.

1. Information needed:

The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity and has a financial relationship with a commercial interest, the products or services of which are pertinent to the content of the educational activity. The Conference Speaker is responsible for evaluating the presence or absence of conflicts of interest and resolving any identified actual or potential conflicts of interest during the planning and implementation phases of an educational activity. If the Conference Speaker has an actual or potential conflict of interest, he or she should recuse himself or herself from the role as Conference Planner for the educational activity.

*Commercial interest, as defined as any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients.

All individuals who have the ability to control or influence the content of an educational activity must disclose all relevant relationships** with any commercial interest, including but not limited to members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relevant relationships must be disclosed to the learners during the time when the relationship is in effect and for 12 months afterward. All information disclosed must be shared with the participants/learners prior to the start of the educational activity.

- **Relevant relationships, are relationships with a commercial interest if the products or services of the commercial interest are related to the content of the educational activity.
- Relationships with any commercial interest of the individual's spouse/partner may be relevant relationships and must be reported, evaluated, and resolved.
- Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.
- Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.

- I have no real or apparent conflicts of interest to disclose.
- I (or my spouse/partner) do have potential conflicts of interest to disclose.

2. Presentation Bias

- If you reported relationship(s) above with a commercial organization that produces health care products or services. Does the educational content (over which you have control) involve the products or services of the commercial organization?

 Output

 Description:

 Output

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- Add a financial relationship

3. Attestation

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

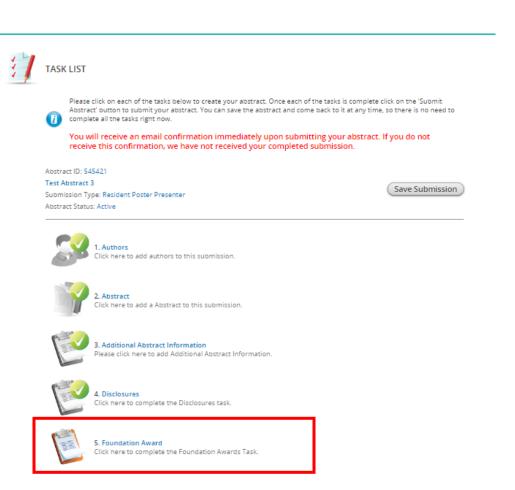
By signing this box with my electronic signature, I attest that all information above is true and correct.

Complete Form

Once you have completed the form, please press the 'Complete Form' button above to officially register this form.

* Financial Relationship are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefits. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. The ACCME has not set a minimum dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship.

Your signature is required at the bottom of the document. Please type your name at the signature line to complete the form. Upon completion, click "Complete Form" and you will the ben redirected to the task list page. You'll then move onto task #5 and the final one to complete the submission process, "Foundation Award".



Please review the information regarding the Foundation Award and indicate whether or not you'd like to be considered for this award at the NHIA Annual Conference.



FOUNDATION AWARD

Continue

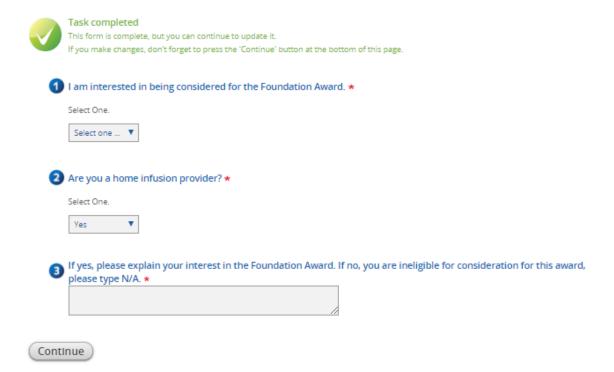
New in 2019, the NHIA Foundation (NHIF) has adopted the Poster Session at the NHIA Annual Conference as part of its efforts to advance NHIF's mission of promoting investigator-initiated research related to home and specialty infusion. NHIF will award a \$1000 scholarship to the individual practitioner from a home infusion provider who submits an abstract that best meets the following criteria:

- Selects a topic that examines an innovative approach to clinical practice, identifies a best practice, or improves quality.
- Is relevant to a current challenge, issue, or question facing the home infusion industry.
- Employs an effective study design/methodology to achieve results.
- Has the ability for expansion into a larger study.

In addition to the cash award, the winning author will receive support for developing a manuscript for publication of their research in INFUSION magazine, as well as complimentary registration to the 2020 NHIA Annual Conference.

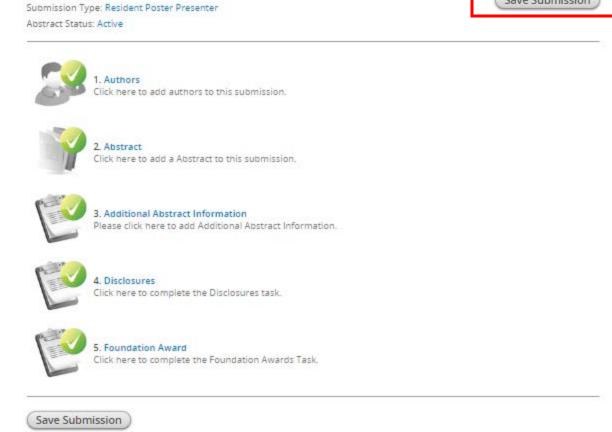
Finalists for the NHIF Outstanding Abstract Achievement Award will be invited to give a short (10-15 minute) podium presentation providing an overview of the research project and summarizing their findings during a special clinical track session on March 11, 3:15 PM – 4:45 PM. Finalists must be available to participate in the podium abstract presentation session to be eligible for the award. Industry abstract submissions are not eligible for the NHIF award program.

For additional information regarding the award download the resource, click here.

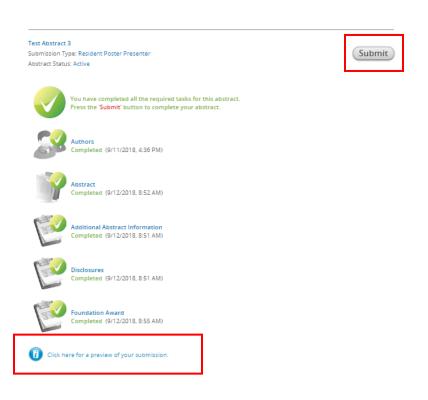


Once you have returned to the home page of the submission site, you will see that all the tasks have been completed. Continue to complete the submission process by clicking "Save Submission".

Save Submission



Once you save your submission, you'll be directed to the page to submit your abstract. At the bottom of the page you'll see there is an option to preview your submission prior to hitting the "Submit" button. If no edits are needed, complete you submission by hitting "Submit"



The home page of the submission site will be updated and you will see your abstract has been successfully submitted. In addition, you will receive an email confirmation immediately upon submitting your abstract. If you do not receive this confirmation, we have not received your completed submission.

