In-Facility Testing Two-Server System: Purchase Orders

MINNESOTA NURSE AIDE REGISTRY

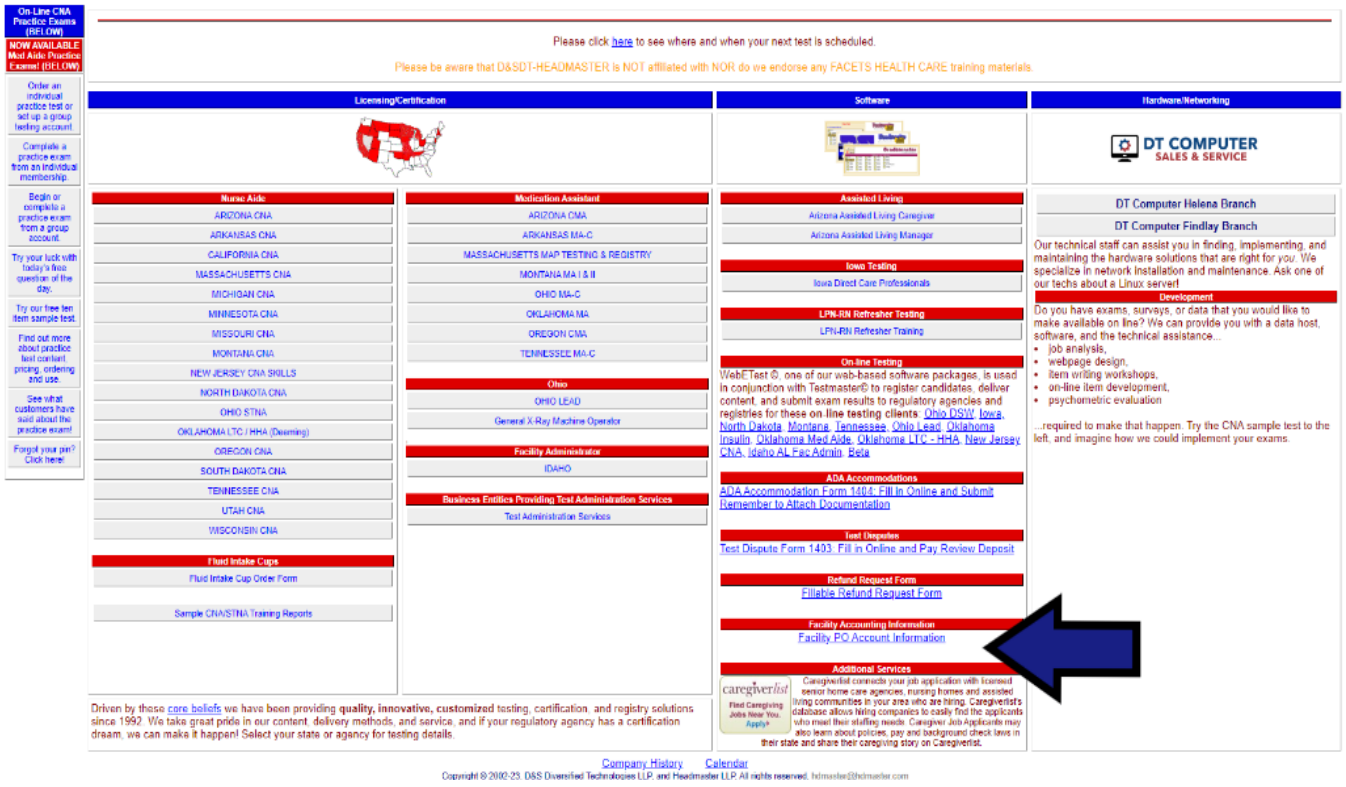
This document identifies the steps for an in-facility test site to set up terms with Headmaster for purchase orders. A purchase order can be used to pay for sponsored students' test fees in the Headmaster TestMaster Universe system.

You can find instructions for logging into and using TMU on the Headmaster D&S - Minnesota Nurse Aide website (https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm).

See the In-Facility Testing Two-Server System: Sponsorship Policy (https://www.health.state.mn.us/facilities/providers/nursingassistant/docs/tmusponsorship.pdf) for more information about sponsorship.

Setting up Purchase Order Terms with Headmaster

1. Training program instructor will navigate to D&S - Headmaster - Home Page (hdmaster.com)
2. Click on **Facility PO Account Information** in the lower right-hand area of the national Headmaster homepage



3. Enter the facility information and the billing contact information. An example of the form is shown on the next page.
4. Agree to the terms, sign, and click Done.

D&S Diversified Technologies LLP
Headmaster LLP

D&S DIVERSIFIED TECHNOLOGIES (D&SDT), LLP - HEADMASTER, LLP
MT Office: P.O. Box 6609 | Helena, MT 59604-6609
OH Office: P.O. Box 418 | Findlay, OH 45839
(800)393-8664 | (877)851-2355 | (888)401-0462 | Fax: (406)442-3357
hdmaster@hdmaster.com | Website: www.hdmaster.com

Innovative, quality technology solutions throughout the United States since 1985.

Account Information

Facility Information

Please check one of the following: SPONSORING FACILITY ☐ TRAINING PROGRAM ☐

Facility Name: _____

Address: _____

City: _____State: _____Zip: _____

Billing Address: _____

City: _____State: _____Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Billing Contact Information

Contact Person: _____

Email Address: _____

Phone Number: _____

Preferred Method of receiving invoices:

☐ Email Address: _____

☐ Mail

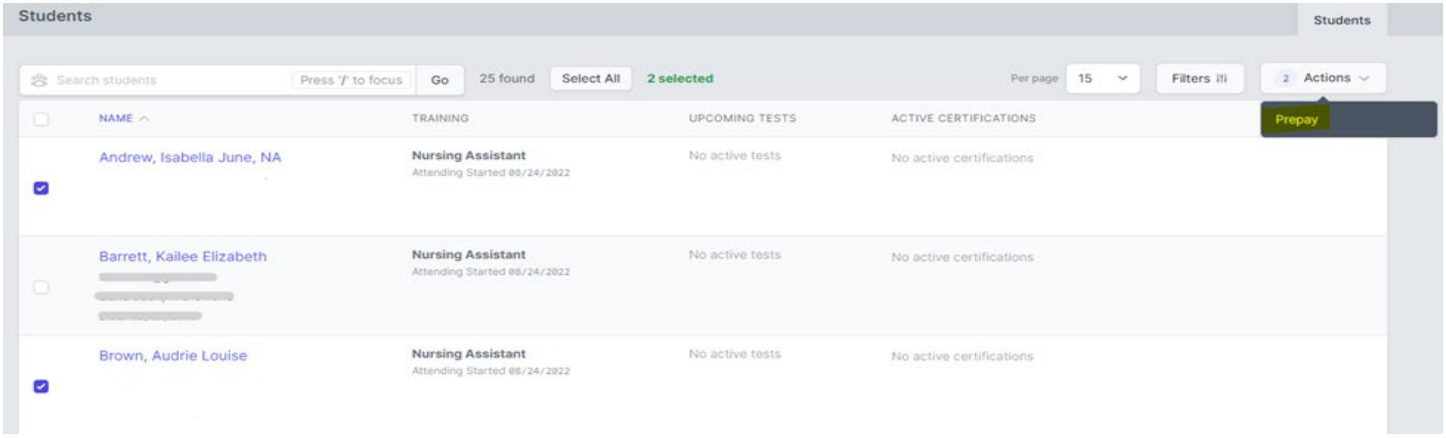
Facility agrees to D&S Diversified Technologies–Headmaster Net 30 credit terms. Accounts that are past due will be put on a payment upfront process and will not be allowed any further credit.

Signature: _____ Date: _____

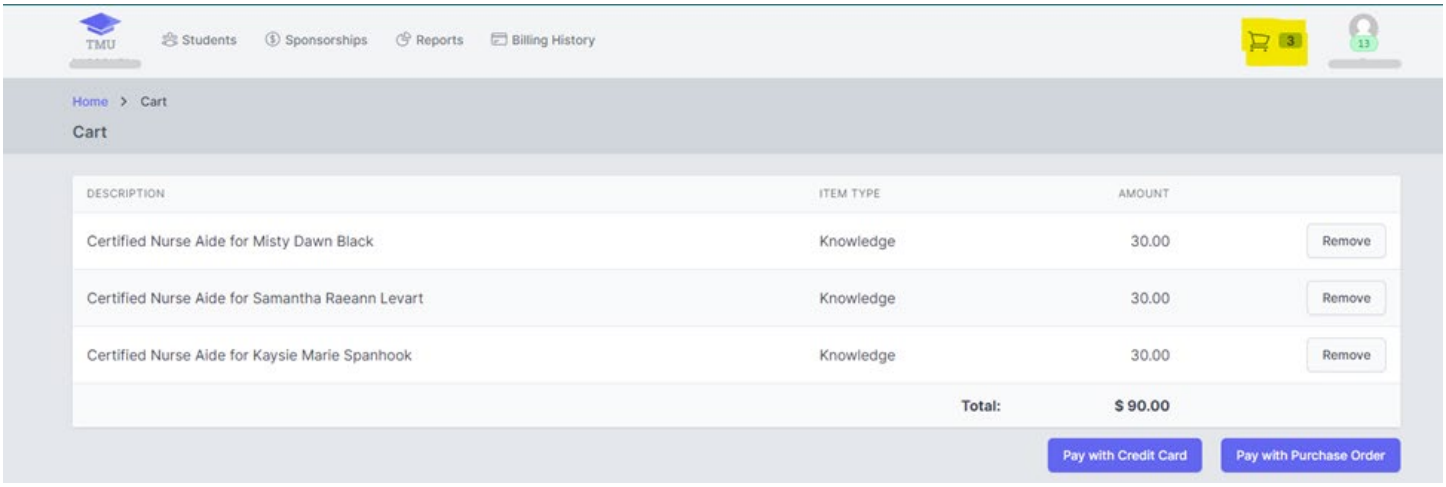
Paying for Sponsored Students with a Purchase Order

In the Headmaster TestMaster Universe system,

1. Select Students tab
2. Select sponsored students by clicking the checkbox on the left-hand side of their name
3. Select Actions tab in the top right-hand corner of screen
4. Select Pre-Pay



5. Choose payment option, either credit card or purchase.
6. Complete payment



7. Once payment is complete, student will schedule their test in TMU
   a. Payment button in student's TMU account will be a "Schedule" button after the sponsor pays.

Minnesota Department of Health
Health Regulation Division
Nurse Aide Registry
P.O. Box 64501
St. Paul, MN 55164-0501
651-215-8705
Health.FPC-NAR@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4200.