Provincial EMR Virtual Training

The EMR Program team is pleased to inform you that a **Virtual Training Model and Schedule** is now available to **new users** of the Provincial EMR!

Training is offered **weekly on Tuesdays & Wednesdays** and will be divided by modules.

Tuesday Morning 9:00am to 10:30am weekly	Tuesday Afternoon 1:00pm to 2:30pm weekly	Wednesday Morning 9:00am to 10:30am weekly	Wednesday Afternoon 1:00pm to 2:30pm weekly
Module 1 Navigating the CHR **Module 2** Customizing CHR Dashboards and Summary Views Maximize User Efficiency **Module 3** Inbox Management	**Module 4** Information and Document **Module 5** Updating Patient Demographics Advanced **Module 6** Navigating the Schedule and Booking appointments	**Module 7** Encounters	**Module 8** Sending Referrals **Module 9** Triaging Referrals *Module 10* Billing *(as needed)*

This standardized model will provide consistent base training to all new users of the system and promote best practices. Some modules are **mandatory** for all users and other modules are highly recommended *(please see table below).*

Once initial training is completed, a **weekly standing schedule** allows users flexibility to take refresher training of individual modules. Managers are encouraged to submit new user request forms in advance of employee start dates so EMR access can be set up, employees scheduled for training, and **pre-training requirements** completed. Physicians and Nurse Practitioners will be offered 1:1 training as needed.

To submit a new user access request form, please visit:
https://www.princeedwardisland.ca/sites/default/files/publications/emr_new_user_access_request_form_2.pdf

Virtual training sessions are booked according to start dates noted on the new user forms. Current users interested in re-training on specific modules may contact Chrissy Robertson at carobertson@ihis.org

TRAINING MODULES 1-10

M = Mandatory **HR = Highly Recommended**

MODULES	1	2	3	4	5	6	7	8	9	10
Physician	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Locum	M	M	M	-	-	-	M	M	M	
Nurse Practitioner	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Resident	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Med Student (CC1-CC2)	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Med Student (CC3-CC4)	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Nurse Practitioner Student	M	M	M	-	-	-	M	M	M	AS NEEDED BASIS
Clinical Pharmacist	M	M	M	HR	HR	HR	HR	HR	HR	-
AH (Allied Health)	M	M	M	HR	HR	HR	HR	HR	HR	-
RN (Registered Nurse)	M	M	M	HR	HR	HR	HR	HR	HR	-
LPN (Licensed Practical Nurse)	M	M	M	HR	HR	HR	HR	HR	HR	-
Clinic Lead/Supervisor	M	M	M	HR	HR	HR	HR	HR	HR	AS NEEDED BASIS
MOA (Medical Office Assistant)	M	M	M	M	M	M	-	-	HR	HR
Billing Clerk (EXTERNAL)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	M
EMR Advisor	M	M	M	M	M	M	M	M	M	M
Administrator * Training site only	-	-	-	-	-	-	-	-	-	-

Module 1 - Navigating the CHR

Module 2 – Customizing CHR Dashboards and Summary Views Maximize User Efficiency

Module 3 – Inbox Management

Module 4 – Information and Document Management and Scanning

Module 5 – Updating Patient Demographics Advanced

Module 6 – Navigating the Schedule and Booking Appointments

Module 7 – Encounters

Module 8 – Sending Referrals

Module 9 –Triaging Referrals

Module 10- Billing (as needed). *Providers (and possibly MOAs, depending on clinic needs) will require this training*