

Provincial EMR Virtual Training

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

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

Tuesday Morning 9:00am to 11:00am weekly	Tuesday Afternoon 1:00pm to 3:00pm weekly	Wednesday Morning 9:00am to 11:00am weekly	Wednesday Afternoon 1:00pm to 3:00pm weekly
<p>Unit 1 Profile Patient Chart Admin Notes</p>	<p>Unit 2 Visits Outbox Chat Contacts Inbox Management Schedule</p>	<p>Unit 3 Encounters Cases (as needed) Preventive Care</p>	<p>Unit 4 Referrals – Sending and Triaging System settings/MFA set-up</p> <p>Unit 5 Billing (<i>as needed</i>)</p>

This standardized model will provide consistent base training to all new users of the system and promote best practices. Units are **mandatory** for all users

Once initial training is completed, a **weekly standing schedule** allows users flexibility to take refresher training of individual units. 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. Providers will be offered 1:1 training as needed.

To submit a new user access request form, please visit <https://src.healthpei.ca/sites/src.healthpei.ca/files/e-Health/New User EMR Form Provincial EMR.pdf>

Virtual training sessions are booked according to start dates noted on the new user forms. Current EMR users, interested in re-training on specific units, should email emrprogram@gov.pe.ca