

## ***Provincial EMR Virtual Training Medical Learners/Students***

The EMR Program team is pleased to inform you that a **Virtual Training Model and Schedule** is available to **New Medical Learners/Students** users of the Provincial EMR.

Training is offered **weekly on Monday afternoons** and will be divided by units.

<b><u>Monday Afternoon</u> 12:00pm to 4:00pm weekly</b>
<b>Unit 1</b> – Profile; Patient Chart; Admin Notes
<b>Unit 2</b> – Visits; Outbox; Chat; Contacts; Inbox Management; Schedule
<b>Unit 3</b> – Encounters; Preventive Care
<b>Unit 4</b> – Sending Referrals
System settings/MFA set-up

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

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 including the mandatory Privacy training.

**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](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](mailto:emrprogram@gov.pe.ca)

Once initial training is completed, a **weekly standing schedule** allows users flexibility to take refresher training of individual units.