

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.

<u>Monday Afternoon</u> 12:00pm to 4:00pm weekly
Unit 1 – Profile; Patient Chart; Admin Notes
Unit 2 – Visits; Outbox; Chat; Contacts; Inbox Management; Schedule
Unit 3 – Encounters; Preventive Care
Unit 4 – 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%20User%20EMR%20Form%20Provincial%20EMR.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

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