NORTHERN NEVADA ADULT MENTAL HEALTH (NNAMHS)
POLICY AND PROCEDURE

Subject: ELECTRONIC MEDICAL RECORD (EMR) TRAINING

Number: NN-HR-31

Original Date: 08/02/07

Review/Revise Date: 11/18/10, 10/17/13

Approval: Cody L. Phinney, Agency Director

I. PURPOSE:

To ensure that EMR training is available to all staff that utilizes it.

II. POLICY:

All staff using EMR will receive training in a timely fashion prior to accessing it.

III. PROCEDURES:

A. Newly Hired/Rehired/Reinstated/Transferred/Contracted Staff:

1. NNAMHS Personnel Department will notify, by email, Division of Public and Behavioral Health Tech Support of all new hires at least 72-hours prior to the staff member's start date.
2. New hire/rehired/reinstated/transferred staff training on the EMR will be scheduled and conducted by the appropriate department trainers.
3. DPBH Tech Support will furnish the appropriate department trainer all appropriate network, EMR, WorX passwords
4. No passwords will be given to new staff until they have received the appropriate training.
5. A sign-in sheet will be used for each training session and sent to NNAMHS personnel.
6. The AA IV in the Agency Director's Office will provide Information Technology and Billing staff license information for MD's, APRN's, and DO's. Personnel will supply information for all other licensed staff.

B. On going Competency Training:

1. Ongoing competency will be conducted by department trainers as needed.
2. NNAMHS Training Team:
   a. The NNAMHS Training Team members are responsible for providing training on updates to the EMR system, disseminating updates and provide training on

updates to Division, Agency, and Department policies to their departments. Training Staff and NNAMHS Agency Training Team.

b. NNAMHS Agency Training Team –The NNAMHS Training Team includes a member from each department.

c. Department Supervisors have the responsibility of ensuring that their staff receives required training from their department trainers.