What you need to know!

In preparation for MediEHR training, please be aware of the following so that training will be effective and meet the overall objective for going live. This is the most important step in the process and will determine the success of the project. We have materials specifically designed so that students walk away with a good understanding of the system and the practical knowledge to use it. However most importantly we want your staff to have a feeling of confidence. What we would like the executive team to consider:

**Scheduling**

Training should be scheduled as close to the go live date as possible. This will encourage the student to put full attention to the subject matter and the information will be fresh in the students mind when put into a go live situation.

**Training Environment**

It is best they be provided with a learning environment where they can grasp the subject material and practice what they have learned. An even numbered group is desirable so the students can be paired off. Environment should contain:

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| --- | --- |
| * Conference room * 1 computer per two students | * Projector * Refreshments |

**Classes**

Training can be **one-on-one** or in a **group setting** and takes approximately 2 hours (longer for larger groups). We recommend a maximum class size of **10 students**. Keep in mind – resource availability and the location when determining the class size. Class format is as follows:

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| --- | --- |
| TOPICS COVERED | TIME |
| *MediEHR 101 – the basics* | 30 minutes |
| Break | 10 minutes |
| *MediEHR 102 (part 1) – detailed use* | 30 minutes |
| Break | 10 minutes |
| *MediEHR 102 (part 2) – practice, Q/A, Quiz* | 30 minutes |
| *Recap and final overview* | 10 minutes |
| TOTAL | **120 minutes** |

**Training Software**

The software will be set up beforehand to accommodate all students with correct user ids and passwords and a test environment with test patients. After instruction of functionality the student(s) will be given exercises to test what has been learned, and graded according to their results.

**Suggested order of training**

The first group should be permanent staff followed by per diem. It is suggested that one super user for the front desk and from nursing be chosen so they can receive training above and beyond what normal users receive.

**Training subject matter**

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| --- | --- |
| * Overview of system * Explanation side tabs * Explanation of top tabs * Explanation of terms used in Medi * Medi architecture | * Templates * Functionality * Workflow * Reports * Helpline Reporting and Status * Change requests |

**Calendar for go live**

Medi is available to help you build a calendar for the training and go live. We’ll make an announcement to the organization; make sure everyone is aware of the objective; who to contact with questions, or suggestions and finally keep everyone aware of the project success.

Our objective is to make this as painless as possible for your organization, so we suggest you consider us being on site the first few days, which will alleviate some of the nervousness the staff will experience.

**We look forward to your success!!!**



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