New Starters Training

Method of Delivery
For new starters this is usually either class-based or on-site training

Duration: Up to 3 hours per training session

Who is this course for? Anyone who is new to EMIS Web, both in clinical and administrative functions

Aim: The aim of this course is to introduce new users to EMIS Web functionality, pertinent to their role within the practice

Learning Outcomes – these will depend on the user's role within the practice, and could include, *but are not limited to*:

- Accessing EMIS Web securely
- Basic navigation from the EMIS Web Homepage
- Configuring the EMIS Web Homepage
- Searching for a patient using Patient Find
- Viewing a patient's Care Record
- Adding and amending data in a Care Record
- Enter and edit a consultation
- Record Problems, manage QOF alerts, Smoking status, Drinking status, numeric values, BPs
- Viewing the Appointment Book
- Booking and managing patient appointments in the Appointment Book
- Preparing and managing patient medications and prescriptions
- Creating patient letters and forms using existing document templates
- Attaching a document to a patient record
- Using the Workflow Manager to view and action tasks