How to book EMR Phase 2.1 Face to Face training

Digital Health
CONNECTING BEST CARE

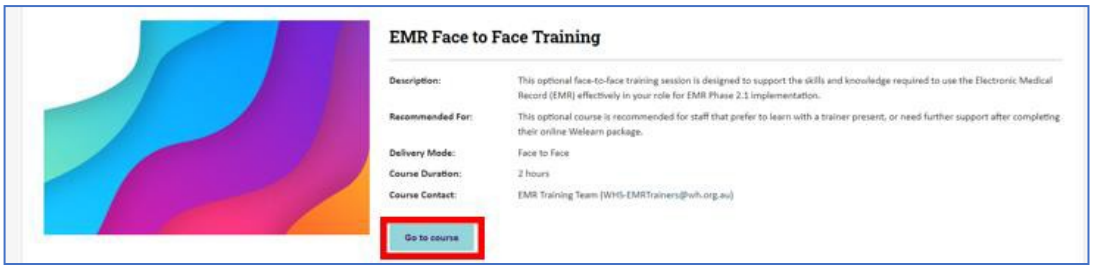
Digital Health
Quick Reference Guide

EMR Phase 2.1 Face to Face training sessions are available from Monday 5th June until Friday 30th June 2023.

1. Log in to WeLearn using your Western Health email and password.

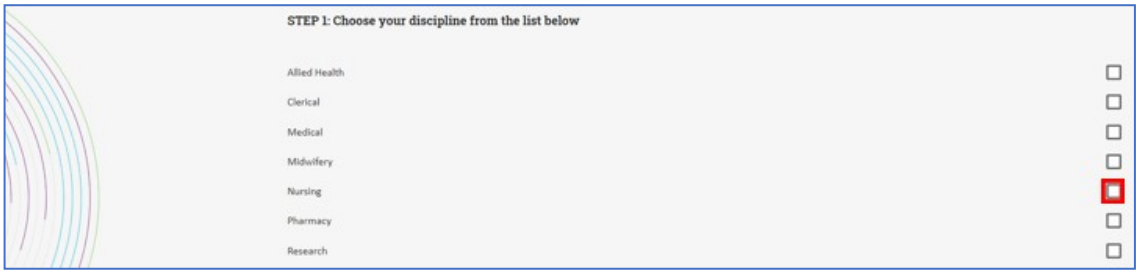
2. From the top bar, select **Search Catalogue**.

3. A list of training appears. Scroll down to **EMR Face to Face Training** and click on the **Go to course** button.

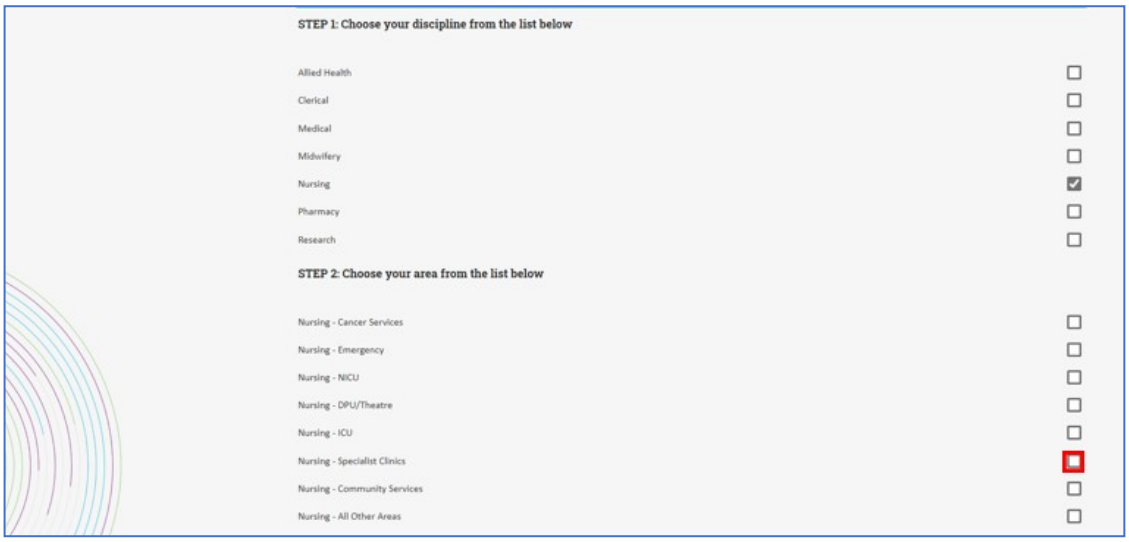


4. To book yourself into the correct training session, select **Choose Training Pathway.**

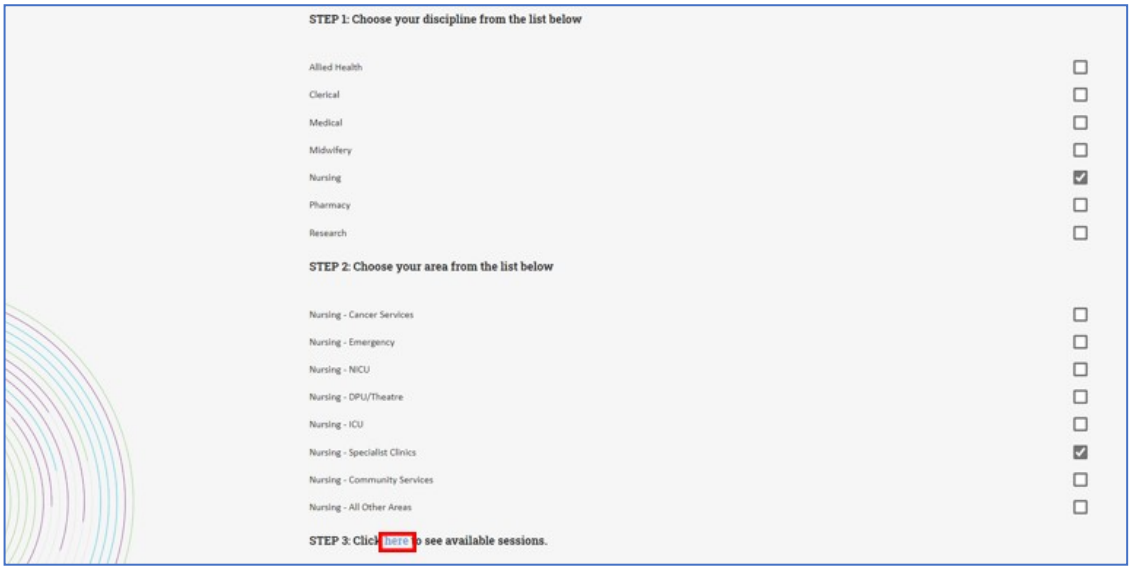
5. Select your discipline in “STEP 1” from the list by ticking the box. For this example, **Nursing** will be selected.



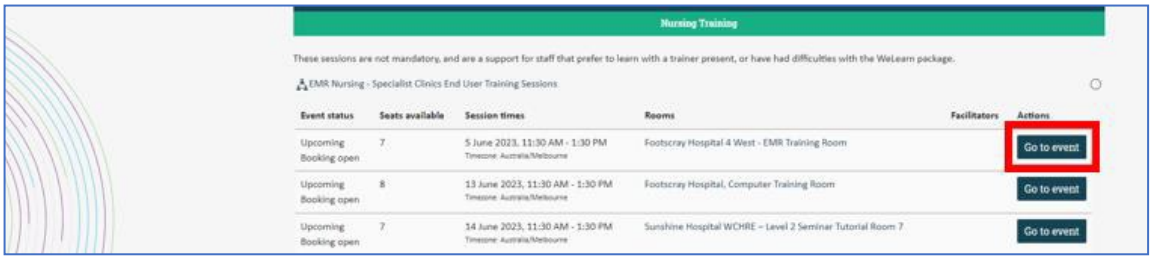
6. Select your work area in “STEP 2”. For this example **Nursing – Specialist Clinics** will be selected.



7. Click on the hyperlink ***here*** in “STEP 3” to be directed to the available sessions.

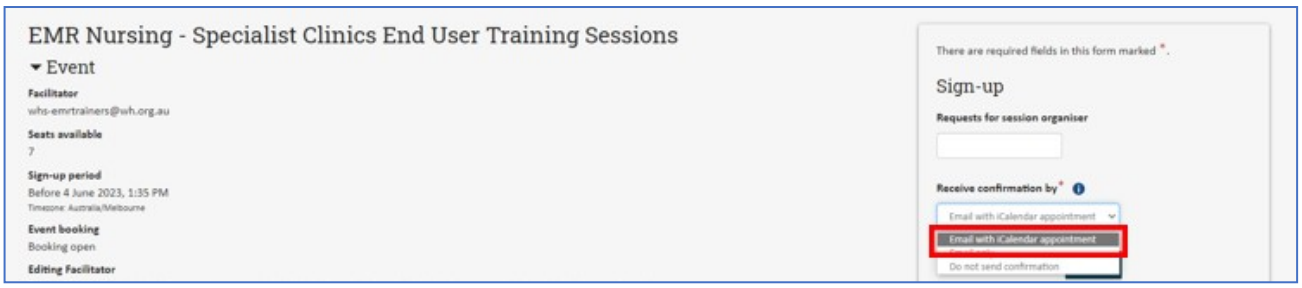


8. Session availabilities will be shown. Select a session with availability by clicking on the **Go to event** button.



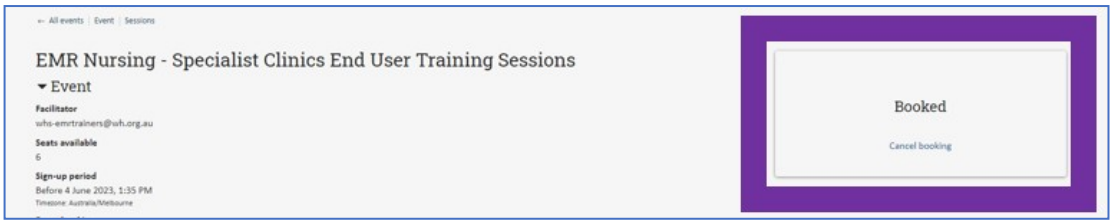
9. To enrol in this session, navigate to the **Receive confirmation by field** on the right of the page. Open the drop-down box and select how you would like to receive your enrolment confirmation.

For this example, **Email with iCalendar appointment** is selected.



10. Click on the **Sign-up** button.

11. Booking for your EMR Face to Face training session is now confirmed.



Please contact the Digital Health Training Team if you have any queries – WHS-EMRTrainers@wh.org.au