

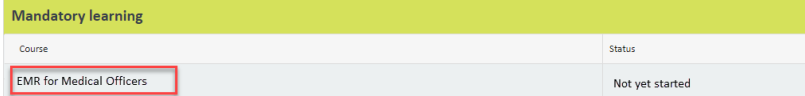

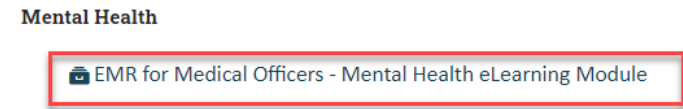



EMR Training for Mental Health Staff 2024 – EMR for Medical Officers

To gain access to the Electronic Medical Record (EMR) at Western Health, staff are required to complete EMR Training via our online learning platform, Welearn.

HOW TO ACCESS AND COMPLETE EMR TRAINING VIA WELEARN

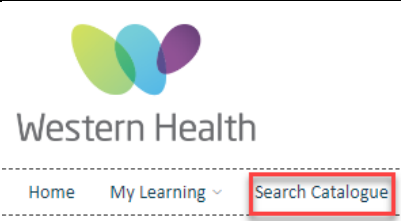
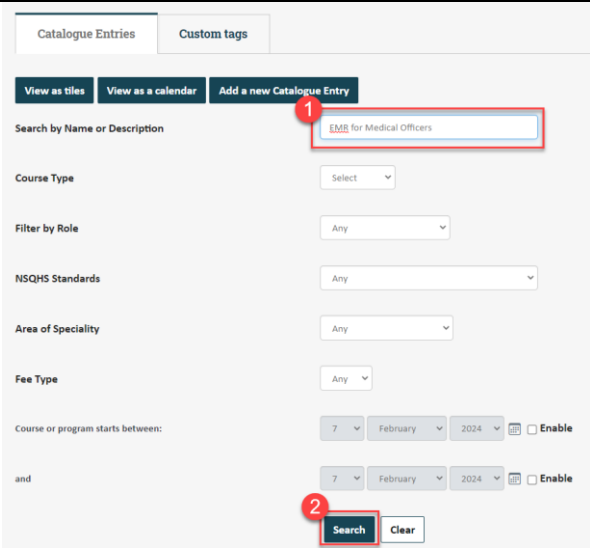
<p>1. Log into Welearn</p>					
<p>2. From the toolbar, select My Learning > My Learning</p> <p>Staff will be enrolled into the EMR Course they are required to complete.</p>					
<p>3. Under the Mandatory Learning section, click on the EMR course name you have been allocated.</p>	 <table border="1"> <thead> <tr> <th>Course</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>EMR for Medical Officers</td> <td>Not yet started</td> </tr> </tbody> </table>	Course	Status	EMR for Medical Officers	Not yet started
Course	Status				
EMR for Medical Officers	Not yet started				
<p>4. The course displays. Click on “All Sections”</p>					
<p>5. Scroll down to the e-Learning Module section and click on the e-learning link under “Mental Health”</p>					

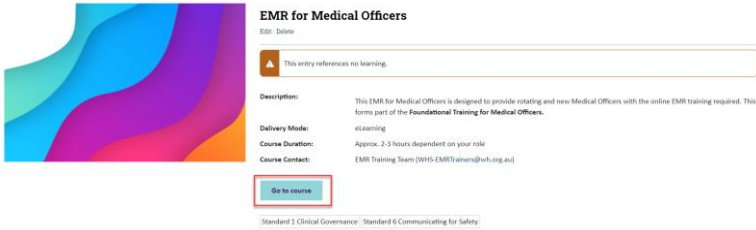
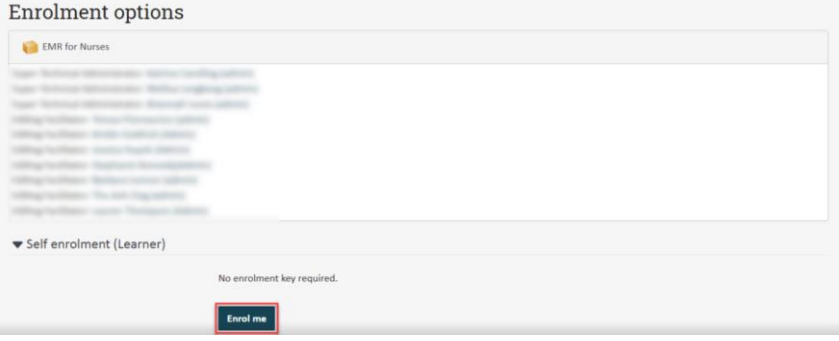
<p>6. The e-Learning module opens. Click on “Start Course” and complete the module.</p> <p>When you have finished the module, close the window.</p>	
<p>7. Make sure to complete Step 3 and tick the Final Acknowledgement box</p>	<p>STEP 3.</p> <p>Final Acknowledgement:</p> <p>IMPORTANT! TICK the box below to mark this Course as COMPLETE</p> <p>I hereby acknowledge that I have completed all the modules that are relevant to my role OR I have not completed any of the modules as they are not relevant to my role.</p> <p style="text-align: right;">→ <input checked="" type="checkbox"/></p>
<p>When you have completed the module, the Certificate of Completion is available for download.</p>	<p>Congratulations! You have now completed this course.</p> <p>Use the link below to download your Certificate of Completion.</p> <p>Certificate of Completion</p>

TROUBLESHOOTING

1. I can't find the EMR module from my mandatory learning section

If the EMR module is not in your “My Learning” page, follow the instructions below:

<p>1. Click on “Search Catalogue”</p>	
<p>2. In the Search field, type “EMR for Medical Officers” and click Search.</p>	

<p>3. Click on the “Go to course” button on the “EMR for Medical Officers” Course.</p>	
<p>4. Click on “Enroll me” button.</p> <p>Follow Steps 4 – 6 above.</p>	

2. I have completed the Welearn module, but I have some questions. How can I get help?

If you have completed the online module and need additional support, the EMR training team can provide virtual supplementary training session and answer any questions you have. Please reach out via EMR-WHSTrainers@wh.org.au to get more support.

Additionally, we have a wealth of resources available on our [Digital Health Site](#).

- Our [Quick Reference Guide](#) page contains step-by-step guide on how to complete tasks on the EMR
- Our [What Goes Where](#) page contains information on which applications to use
- Our [Workflow and Functionality Videos](#) page contain short clips on EMR related training videos

3. How do I provide feedback on the EMR training module?

Your feedback is important to us. Complete the Survey link attached in the Welearn Course to provide your thoughts on the EMR for Medical Officers module.

Course Evaluation

Once you have completed this course, you can provide your feedback on your experience by clicking on the link below:



Start Survey