

# EHR and EMAR Training Outline

Our EHR trainings are held to help both new and existing staff be familiar with and confident in using your EHR and EMAR. All trainings will be conducted by our nurses. This will be a great resource for new staff or anyone that needs a refresher. We know EDs are often looking for more EHR training and this will be a great way to access that. There is no cost for the trainings and no need to register in advance. Attached is a calendar for the year on all of the systems we are covering as well as links to join.

## Resident Care Delivery (EHR)

### Med Techs & Directors

1. Logging in and navigating the user interface
2. Demographics
3. Contacts
4. Narrative charting
5. Alert charting
6. Entering resident weights
7. Incident reporting

### Directors Only

1. Performing new and updating assessments
2. Printing and getting assessments signed
3. Generating and personalizing service plans
4. Printing and getting service plans signed
5. Service plan binder (Resident Summaries if available)
6. Reports
  - Weight analysis
  - Acuity reports
  - Items due
  - Staffing
  - State-specific forms (assessments, incidents, etc)
7. Managing Users
  - Entering a new user
  - Resetting a user's password
  - Deactivating users

## Medications (EMAR)

### Med Techs and Directors

1. Logging in and navigating the user interface
2. Passing routine medications
3. Documenting exceptions (refusals, out of community, med not available, etc)
4. Passing PRN medications
5. Passing special medications (i.e. insulin, coumadin, patches, etc)
6. Explain how to "get meds into the system:" working with pharmacy, profile only, pending orders, review/approve order
7. How to handle delay in pharmacy profiling med orders into the EMAR, including temporary paper MARs when needed
8. Flags: awaiting supervisor approval – must cross-reference with physician's order prior to passing med
9. Requesting refills (if pharmacy and EMAR supports this function)
10. Reports: MAR, Physician's Order Report (med list), Physician Medication Verification

### Directors Only

1. Entering new residents
2. Once pharmacy has profiled, ensure profile is accurate
3. Uploading resident photo
4. Resident temporary leave of absence
5. Discharging residents from EMAR
6. Entering ancillary orders (i.e. ted hose, weight checks, etc)
7. Order approval process
8. Reviewing orders to be approved against signed orders in the Pending Orders Binder
9. Importance in approving orders at least once daily. 2-3 times daily preferred
10. Order approval process
11. Managing Users

# AL Advantage

## EHR/EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using AL Advantage. There is no cost to join, and no pre-registration is required!



**Date:** The 1st and 3rd Tuesday each month. Dates are highlighted below.



**Time:** 11:00 am - 1:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# ALIS

## EHR/EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using ALIS. There is no cost to join, and no pre-registration is required!



**Date:** The 1st and 3rd Monday each month. Dates are highlighted below.



**Time:** 11:00 am - 1:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# August Health

## EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using August Health. There is no cost to join, and no pre-registration is required!



**Date:** The 2nd and 4th Friday each month. Dates are highlighted below.



**Time:** 11:00 am - 1:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# Eldermark

## EHR/EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using Eldermark. There is no cost to join, and no pre-registration is required!



**Date:** The 1st and 3rd Thursday each month. Dates are highlighted below.



**Time:** 10:00 am - 2:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# Point Click Care

## EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using Point Click Care. There is no cost to join, and no pre-registration is required!



**Date:** The 2nd and 4th Tuesday each month. Dates are highlighted below.



**Time:** 10:00 am - 2:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# QuickMAR

## EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using QuickMAR. There is no cost to join, and no pre-registration is required!



**Date:** The 2nd and 4th Monday each month. Dates are highlighted below.



**Time:** 11:00 am - 1:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

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# Yardi

## EHR/EMAR Training Calendar

Each month we host this training to help both new and existing staff be familiar with and confident in using Yardi. There is no cost to join, and no pre-registration is required!



**Date:** The 1st and 3rd Friday each month. Dates are highlighted below.



**Time:** 10:00 am - 2:00 pm Pacific



**Link:** <https://allenflores.com/ehrwebinar>

### JANUARY

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				