Requirements: Medical Staff Rules & Regulations require <u>all</u> physicians, dentists, nurse practitioners, physician assistants, CRNAs, and rounding nurses to complete on-line training for basic use of the Electronic Medical Record (EMR) and Computerized Physician Order Entry (CPOE).

ALERT: Flash plugin is not available on the Apple iPad and iPhone. The Flash plugin is available on Mac desktops and laptops. Some modules have right-click functionality which is PC based. Apple computers may use CTRL-click to replace the PC right-click functionality.

NOTE: Completion of training and competency is necessary <u>prior</u> to receiving privileges to practice.

Instructions:

Step	Instructions
1.	Go to the URL: MLH Associates: https://methodisthealth.csod.com/samldefault.aspx Non-MLH Associates: https://methodisthealth.csod.com/
2.	Log in with your username and password in **lowercase** without spaces: ▪ **MLH Associates**: Use your network login (initials followed by your 6 digit SAP # and the letter a) ▪ **NON-MLH Associates**: Your username is **lb**xxxxxx**p** or **lb**xxxxxx**r** with xxxxxx meaning your 6-digit ID# followed by **r** or **p**. (**lb** replaces your personal initials.) ▪ Your **temporary password** is Success45
3.	Search for courses by typing a portion of the course name and clicking search, e.g.: Search ⌕ 👤 ⚙ What course should I search and select? 1) **Physician Basics** (required for all practitioners) -> Search with **All MD,** then select: - All MD – Physician Basics – Fundamentals of the Electronic Medical Record in Patient Care _Careful:_ _The titles are similar, do not select courses with Med Student in the title_ 2) **CPOE for ADULT** practitioners (required for adult care practitioners) ->Search with **Adult MD**, then select: There are four individual courses required for CPOE: - Adult MD – CPOE – Session 1 - Adult MD – CPOE – Session 2 - Adult MD – CPOE – Session 3 - Adult MD – CPOE – Session 4 3) **CPOE for Le BONHEUR** practitioners (required for pediatric care practitioners working at Le Bonheur) -> Search with **LEB MD**, then select: There are four individual courses required for CPOE: - Leb MD – CPOE – Session 1 - Leb MD – CPOE – Session 2 - Leb MD – CPOE – Session 3 - Leb MD – CPOE – Session 4 CPOE Course Notes: Each course takes approximately 2 hours. 4) **EMTALA** (required for all ED practitioners) -> Search with **EMTALA**, then select: - 2015 MSS EMTALA for Physicians and AHPs 5) **Emergency Department Care** (required for Emergency Department practitioners) -> Search with **All MD,** then select: - All MD - Managing Emergency Patient Care using the Electronic Medical Record 6) **No Thing Left Behind** (required for all practitioners who perform surgical or invasive procedures) -> Search with **MSS,** then select: - MSS The Surgeon's Role: Prevention of Retained Sponges

Step	Instructions
	7) **Unified Medical Staff Orientation 2016** (required for all new applicants for MS and APN) - > Search with **unified, then select:** - Unified Medical Staff Orientation 2016
4.	After the course is located, click the blue "**Request**" button. Click the blue "**Launch**" button to start the module.
5.	Once you have viewed the entire module, close the window to take the test. To take the test, click the blue down arrow next to "**Launch**" and click "Complete." Then, click "**View Post**-**Work**," then click "**Launch Test**" and click "**Continue**". After you've answered all of the questions on the test, click "**Summary**." Click "**Submit Final Answers**" to submit the test.
Note	If a course needs to be exited prior to completion, the course remains In Progress under **My Current Transcript**. Click "Launch" to resume the course.
Help	Contact Pam Thompson at 516-0369 during business hours. Contact the Help Desk at 516-3111 during other times. Cornerstone is available 24x7.

CME Faculty Disclosure: As a provider accredited by ACCME, Methodist Le Bonheur Healthcare must ensure balance, independence, objectivity, and scientific rigor in its educational activities. Course director(s), planning committee, faculty and all others who are in a position to control the content of this educational activity are required to disclose all relevant financial relationships with any commercial interest related to the subject matter of the educational activity. Safeguards against commercial bias have been put in place. Faculty also will disclose any off-label and/or investigational use of pharmaceuticals or instruments discussed in their presentation/ Disclosure of these relevant relationships will be published in course materials so those participants in the activity may formulate their own judgments regarding the presentation.

ACCREDITATION
Methodist Le Bonheur Healthcare is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

CREDIT
Physician Basics - Methodist Le Bonheur Healthcare designates this enduring material for a maximum of *3.00 AMA PRA Category 1 Credits™*.
Managing Patient Care Using CPOE - Methodist Le Bonheur Healthcare designates this enduring material for a maximum of *8.00 AMA PRA Category 1 Credits™*.
Managing Emergency Patient Care Using the EMR - Methodist Le Bonheur Healthcare designates this enduring material for a maximum of *3.00 AMA PRA Category 1 Credits™*.

ELIGIBILITYIf you are eligible and wish to receive CME credits, complete and fax the Declaration form Test scores must be 80% or higher to receive CME credit. (Physicians, Residents, Nurse Practitioners and Physician Assistants are eligible to receive CME credit).