



## EMR Quick Reference Guide

### Access and Setup – Requesting User Accounts for WH Staff

#### Account Types

This guide covers the process for requesting accounts for staff that will need to use the EMR. Staff will fall under the following categories:

- **WH Staff** – All employees of Western Health that have a WH Employee ID (casual/part-time/full-time)
- **Agency** – Staff engaged through an external agency that has an existing contract to supply staff to Western Health.
- **Contractor/Non-WH Employee** – Staff engaged directly by a business unit **without** going through an agency or staff from an external organisation contracted to perform work within Western Health.
- **Students** – Students engaged on placements from partner organisations that have an existing contract with Western Health.

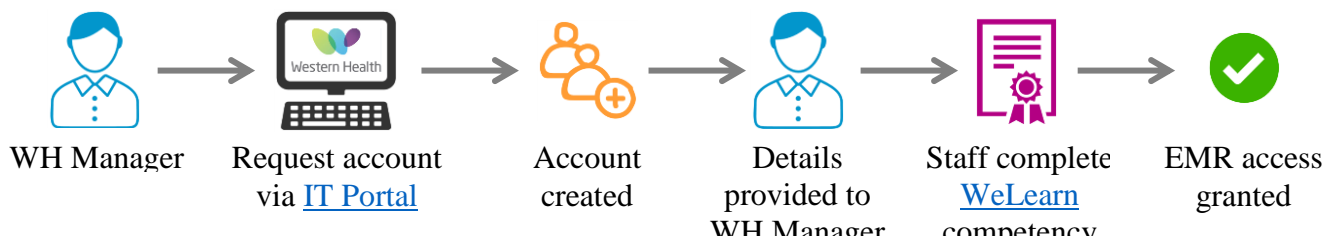
Bulk account request templates can be obtained from the [ICT Request Forms Intranet page](#) but can take up to 10 days to complete.

#### Online Training

Staff will not be given access to the EMR until appropriate training has been completed. Training can be completed online via [WeLearn](#) where new staff can register with their mobile number, or students can register with their university email address.

IT requests for user accounts must contain the mobile number (if non-student account) or email address (if student account).

#### WH Staff Account



#### **Notes:**

- New Employees will be provided with welcome letter from People and Culture detailing how to access WeLearn to complete required competencies
- WH Manager is responsible for providing accurate information in account request form to IT, including New Employee mobile number
- Details of network login (username/temporary password) will be provided to the WH Manager once relevant accounts have been created
- New Employee will not get access to EMR until relevant competency is achieved (can be done as soon as welcome letter is received)