

Centricity[®] Practice Solution

EMR CBT

Role-Based Course Guide





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Centricity Practice Solutions EMR (CPS EMR)

Role-Based Course Guide

This role based course guide is intended to help you determine which courses should be completed based on a user’s role in the organization. Although roles vary by organization, the guide can be used as a baseline when assigning courses to individuals.

Depending on your organization’s description of a particular role, you may need to assign additional courses or perhaps exclude courses listed in the guide.

If you have questions or need assistance assigning courses, please email us at ambulatoryapps@ge.com





Core Team / SuperUsers	
Course Name	Time
Introduction to CBTs	0:02:41
Chart Desktop	
Logging In and Out	0:08:55
Desktop Introduction	0:15:15
View Schedule from Desktop	0:10:08
Messaging	0:17:59
Managing Desktop Documents	0:12:13
Out of Office Feature	0:04:31
Utilizing Help	0:06:10
Setting Personal Preferences	0:05:44
Patient Chart Introduction	
Patient Chart Navigation	0:08:02
Updating Pt Chart	
Elements of a Document	0:16:55
Document End Actions	0:16:44
Transition of Care	0:04:24
Updating the Chart from the Ribbon	0:12:10
Preloading a patient chart	0:08:52
Problem Search	0:14:52
Medications	0:10:14
Family Health History	0:03:47
Medication Administration	0:18:16
Immunization Management	0:12:06
Vital Signs	0:03:49
Advanced Patient Chart Tools	
Handouts	0:13:02
Patient Specific Education Resources	0:03:18
Letters	0:12:44
Patient Reminders	0:09:41
Graphs	0:05:05
Protocols	0:10:45
Clinical Visit Summaries	0:10:51
Care Plans	0:05:01
Document Maintenance Introduction	
Changing a Finalized Document	0:04:30
Administration Introduction	
User and Resource Management	0:11:20
Chart Administration	0:15:45
Summary of Care Orders	0:08:15
CURRICULUM TOTAL TIME	5:24:04



Business Support Staff	
Course Name	Time
Introduction to CBTs	0:02:41
Chart Desktop	
Logging In and Out	0:08:55
Desktop Introduction	0:15:15
Messaging	0:17:59
Out of Office Feature	0:04:31
Utilizing Help	0:06:10
Updating Pt Chart	
Elements of a Document	0:16:55
Document End Actions	0:16:44
Advanced Patient Chart Tools	
Handouts	0:13:02
Letters	0:12:44
Administration Introduction	
User and Resource Management	0:11:20
Chart Administration	0:15:45
Summary of Care Orders	0:08:15
CURRICULUM TOTAL TIME	2:30:16



Business Support Staff	
Course Name	Time
Introduction to CBTs	0:02:41
Chart Desktop	
Logging In and Out	0:08:55
Desktop Introduction	0:15:15
View Schedule from Desktop	0:10:08
Messaging	0:17:59
Managing Desktop Documents	0:12:13
Out of Office Feature	0:04:31
Utilizing Help	0:06:10
Setting Personal Preferences	0:05:44
Patient Chart Introduction	
Patient Chart Navigation	0:08:02
Updating Pt Chart	
Elements of a Document	0:16:55
Document End Actions	0:16:44
Transition of Care	0:04:24
Updating the Chart from the Ribbon	0:12:10
Preloading a patient chart	0:08:52
Problem Search	0:14:52
Medications	0:10:14
Family Health History	0:03:47
Medication Administration	0:18:16
Immunization Management	0:12:06
Vital Signs	0:03:49
Advanced Patient Chart Tools	
Handouts	0:13:02
Patient Specific Education Resources	0:03:18
Letters	0:12:44
Patient Reminders	0:09:41
Graphs	0:05:05
Protocols	0:10:45
Clinical Visit Summaries	0:10:51
Care Plans	0:05:01
CURRICULUM TOTAL TIME	4:44:14



Nurses / MAs	
Course Name	Time
Introduction to CBTs	0:02:41
Chart Desktop	
Logging In and Out	0:08:55
Desktop Introduction	0:15:15
View Schedule from Desktop	0:10:08
Messaging	0:17:59
Managing Desktop Documents	0:12:13
Out of Office Feature	0:04:31
Utilizing Help	0:06:10
Setting Personal Preferences	0:05:44
Patient Chart Introduction	
Patient Chart Navigation	0:08:02
Updating Pt Chart	
Elements of a Document	0:16:55
Document End Actions	0:16:44
Updating the Chart from the Ribbon	0:12:10
Preloading a patient chart	0:08:52
Problem Search	0:14:52
Medications	0:10:14
Family Health History	0:03:47
Medication Administration	0:18:16
Immunization Management	0:12:06
Vital Signs	0:03:49
Advanced Patient Chart Tools	
Handouts	0:13:02
Letters	0:12:44
Graphs	0:05:05
Protocols	0:10:45
Clinical Visit Summaries	0:10:51
CURRICULUM TOTAL TIME	4:21:50



Providers	
Course Name	Time
Introduction to CBTs	0:02:41
Chart Desktop	
Logging In and Out	0:08:55
Desktop Introduction	0:15:15
View Schedule from Desktop	0:10:08
Messaging	0:17:59
Managing Desktop Documents	0:12:13
Out of Office Feature	0:04:31
Utilizing Help	0:06:10
Setting Personal Preferences	0:05:44
Patient Chart Introduction	
Patient Chart Navigation	0:08:02
Updating Pt Chart	
Elements of a Document	0:16:55
Document End Actions	0:16:44
Transition of Care	0:04:24
Updating the Chart from the Ribbon	0:12:10
Preloading a patient chart	0:08:52
Problem Search	0:14:52
Medications	0:10:14
Family Health History	0:03:47
Medication Administration	0:18:16
Immunization Management	0:12:06
Vital Signs	0:03:49
Advanced Patient Chart Tools	
Handouts	0:13:02
Patient Specific Education Resources	0:03:18
Letters	0:12:44
Patient Reminders	0:09:41
Graphs	0:05:05
Protocols	0:10:45
Clinical Visit Summaries	0:10:51
Care Plans	0:05:01
CURRICULUM TOTAL TIME	4:44:14