

Accessing EMR e-Learning on Latte

Your EMR e-Learning modules can be accessed via Monash Health's new online learning management system, Latte.

If you are booked into face-to-face EMR training, you are required to complete your e-Learning prior to your training commencing.

Some employees will only have to complete the EMR e-Learning modules.

Your e-Learning is made up of a series of short videos and quizzes. The videos will guide you through the EMR screens that are relevant to your work area.

For some of you, your program will list a comprehensive number of videos. Each one is designed to walk you through a new workflow on the EMR in a digestible segment. The videos build, one-by-one, into a robust program to support your learning.

Remember to take regular breaks and complete your e-Learning in sections to give you time to absorb the material. There's a lot of new information to learn, but there'll be opportunities to practise and ask questions, so you've got this!

- You can complete your videos in several sittings and return to where you left off at any time.
- Your progress and completion will be automatically noted within Latte.
- You can refresh your learning at any time and revisit the videos as often as you wish.
- Similarly to all required online learning, you can complete your EMR e-Learning during work hours.

This guide will take you through the steps to access your EMR e-Learning modules on Latte if you:

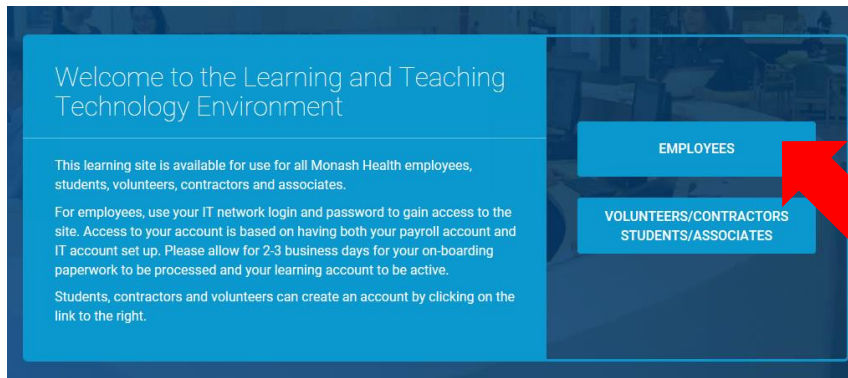
1. *Have been booked into your site's face-to-face EMR training and received a confirmation from Latte*
2. *Wish to access the EMR e-Learning before your face-to-face training is booked*
3. *Only have to complete EMR online training with no face-to-face classes*

1. I have been booked into face-to-face EMR training for my site and need to complete my e-Learning before my classes start

Access Latte on the Monash Health intranet via the following link:

<https://learning.monashhealth.org/auth/saml/login.php>

Click on the 'EMPLOYEE' button and log in using your Monash Health credentials.



Your EMR course program will be listed in the 'My Required Learning' section of your home page dashboard.

If you cannot see your courses in your required learning then follow the steps in '2. I wish to access the EMR e-Learning early, before my face-to-face training is booked'.

This will allow you to access your e-Learning directly.

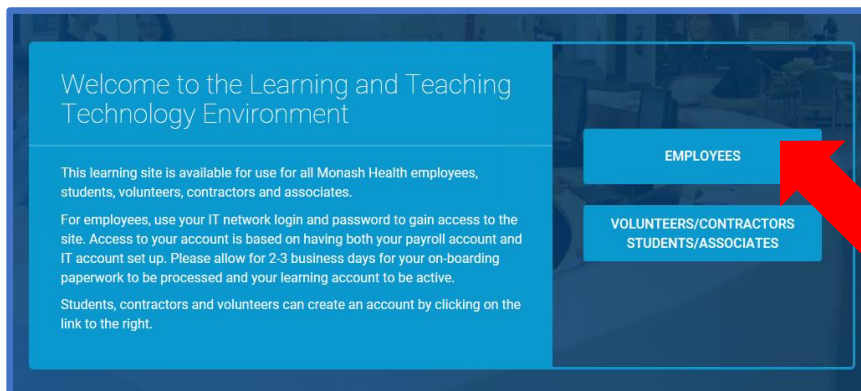
Your completion of your online learning will be automatically logged by LATTE, but please remember to speak to your manager to ensure you are booked into a face-to-face classroom learning session as well.

2. I wish to access the EMR e-Learning early, before my face-to-face training is booked

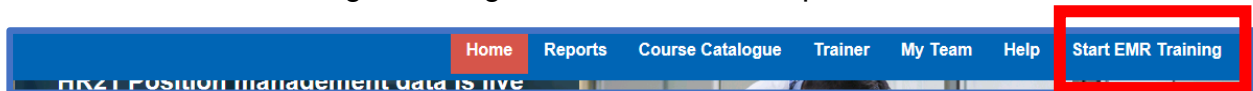
Access Latte on the Monash Health intranet via the following link:

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Click 'Start EMR Training' in the right-hand side of the top menu.




Locate your discipline or specialty in the table and click on the link.

Nursing
• General Medical and Surgical Nursing, HITH, Mental Health Nursing
• ED Nursing Nursing Emergency Nursing: General Medical and Surgical
• Nursing Coordinators
• Midwifery
• Intensive Care and Cardiac Care Nurses
• Special Care Nursery and Neonatal Intensive Care Nurses
• Paediatric Nurses (incl. Cancer Services Nurses - Paediatric)
• Stomal Therapy, ICU Outreach/Liaison, Diabetic Educators, Infection Control, Lactation Consultant, MCH School, Rehabilitation and Aged Care


Click on 'ENROL ME' to play an introductory video. (Remember to turn your audio on to hear the video).

Enrolment options

 [EMR eLearn - Nursing Emergency: Intro Video](#)

Self enrolment (Learner)


No enrolment key required.

[ENROL ME](#) 

You will be redirected to another page with a 'Play' icon. Click the icon and watch the introductory video.



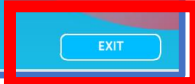
Click 'EXIT' to close the video.



MonashHealth
EMR

Introduction to Coders EMR Training

- Key functions in the EMR
- Develop foundation skills in the EMR
- EMR system supports your daily work

[EXIT](#) 

Once you complete your introductory video you will see a message like the one below.

Click on 'LATTE HOME' to view new learning items on the LATTE home page in your 'Required Learning list' (in some instances there might be a slight delay to populate your Dashboard).

Clerical and Admin: Coders - Intro Video

You have now viewed a short introduction to your EMR training.

New learning items will now be visible in your 'My Required Learning' dashboard on the home page:


1. EMR Program (specific to your specialty)
2. Allergies and ADR (for clinical employees only)

Return to the home page: [LATTE Home](#)

Scroll down past the 'Classroom bookings' and 'Intro' sections to see your course links. Click on the course links and complete your EMR e-Learning videos and Quizzes, this can be done in multiple sittings.

Intro



All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - Introduction to Dialysis Nursing EMR E-Learning Module	LAUNCH COURSE	<div style="width: 100%; height: 10px; background-color: #008080;"></div> 100%

AND

Starting Your Day

All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 EMR eLearn - All Staff: Adding a Patient List	LAUNCH COURSE	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> Not tracked
 EMR eLearn - All Staff: Deleting a Patient List	LAUNCH COURSE	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> Not tracked

If you are required to enrol in more than one program, go back to the Latte Home Page and repeat the process by clicking on 'Start EMR Training' and enrolling in your second program discipline or specialty.

Nursing Emergency: Intro Video

You have now viewed a short introduction to your EMR training.

New learning items will now be visible in your 'My Required Learning' dashboard on the home page:

1. EMR Program (specific to your specialty)
2. Allergies and ADR (for clinical employees only)

Return to the home page: [LATTE Home](#)

ECT and Nursing Coordinators

You are required to enrol in two programs. Click to return to the [Start EMR Training](#) page to continue your enrolment.

3. I only have to complete EMR e-Learning training online

Access the online EMR e-Learning modules by following the same steps as 2. 'I wish to access the EMR e-Learning early before my face-to-face training is booked.'