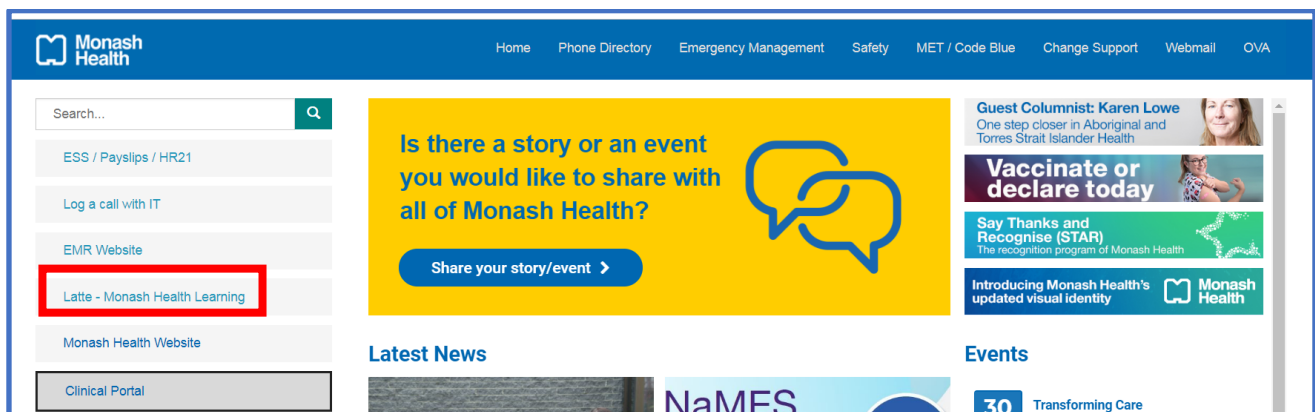


Quick Reference Guide (QRG)

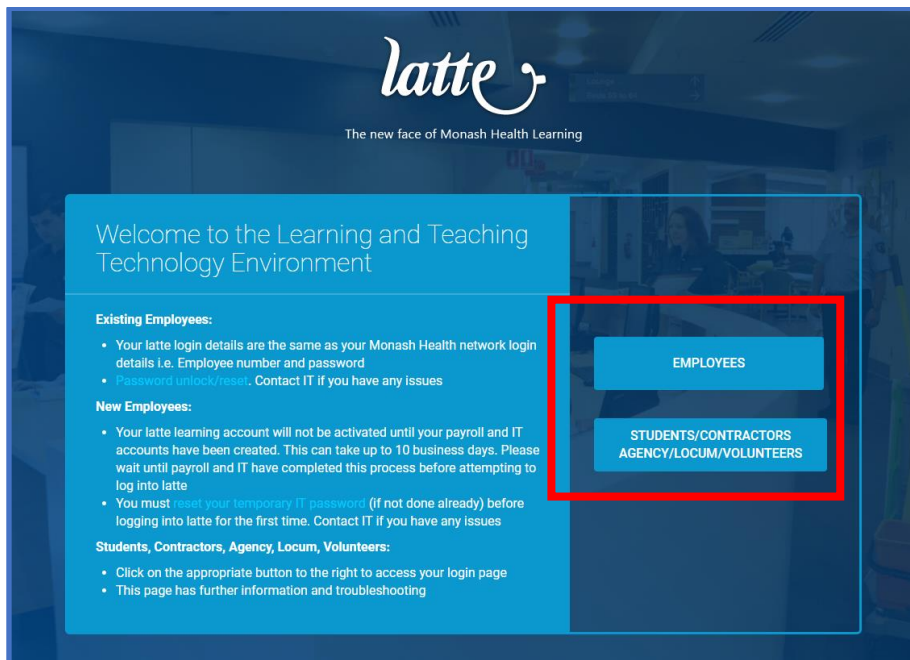
Accessing EMR View Only e-Learning on LATTE

This QRG is designed to show you how to access the EMR View Only e-Learning course.

1. Access LATTE via the link on the Monash Health intranet page.



2. Use your Monash Health details to log into LATTE.



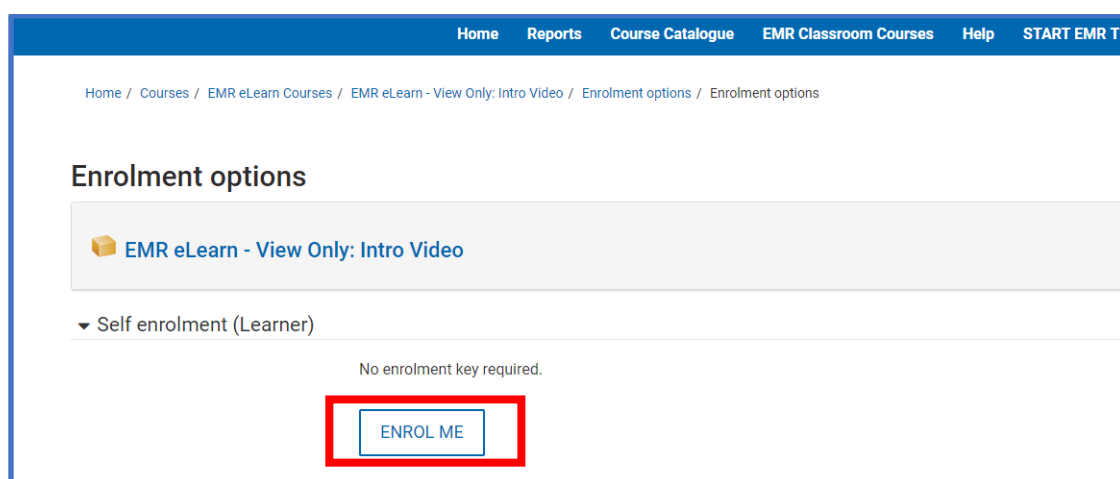
3. Click on 'START EMR TRAINING'.



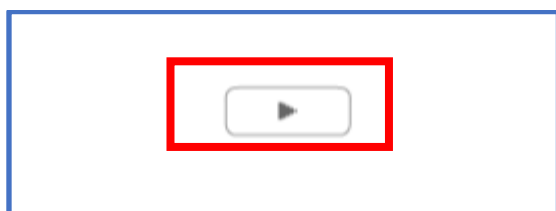
4. Scroll down to 'View Only' on the contents table and click on 'Click for the View Only module'.



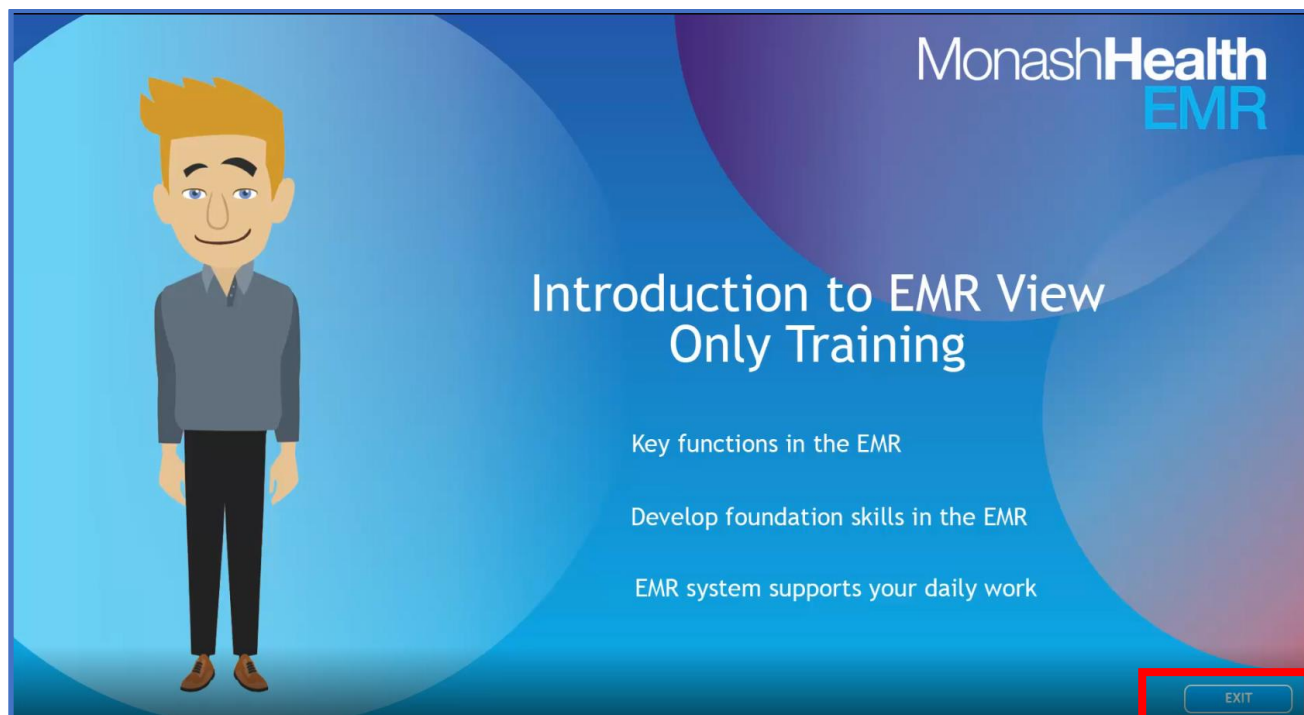
5. Click on 'ENROL ME'.



6. Click on the play icon.



7. Watch the introductory video. Then click 'EXIT'.



8. **The additional EMR Learning Journey video is optional.** To progress to your course, click on 'LATTE Home' to return to your Home Page.

View Only: Intro Video

You have now viewed a short introduction to the EMR training you will undertake. Watch the video below and our patients experience.

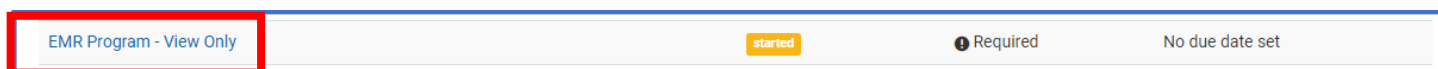
New learning items will now be visible in your 'My Required Learning' dashboard on the home page:

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

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

PLEASE NOTE: it can take upwards of ten minutes for the course to appear in your 'Required Learning' list.

9. Click on the 'EMR Program - View Only' training in your 'Required Learning' list.



10. You have completed the Intro Video, so you can now click onto 'LAUNCH COURSE' - EMR eLearn – All Staff: Searching for Patient Chart.

EMR Program - View Only

You are required to complete this program under the following criteria:

- Member of audience 'EMR Audience - View Only'.

Date assigned: 29 July 2019 Due date: No due date set Progress:

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

Course name	Actions	Status
EMR eLearn - View Only: Intro Video	LAUNCH COURSE	100%

AND

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

Course name	Actions	Status
EMR eLearn - All Staff: Searching for Patient Chart	LAUNCH COURSE	Not tracked
EMR Quiz - View Only - The Basics	LAUNCH COURSE	Not tracked

11. To be registered as having completed the course, continue to launch and work through each course all the way to completion of 'EMR eLearn – View Only: Outro Video'.

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

Course name	Actions	Status
EMR eLearn - All Staff: Overview to the Patient Record	LAUNCH COURSE	Not tracked
EMR eLearn - All Staff: Results Review Overview	LAUNCH COURSE	Not tracked
EMR eLearn - Meds: MAR and MAR Summary Overview	LAUNCH COURSE	Not tracked
EMR Quiz - View Only - Overview of EMR (new)	LAUNCH COURSE	Not tracked

AND

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

Course name	Actions	Status
EMR eLearn - View Only: Outro Video	LAUNCH COURSE	Not tracked