POLICY STATEMENT

In order to ensure safe and effective use of the electronic medical record and in support of quality care and efficiency across care processes, all end-users of One Chart will receive training appropriate to their level of use of the system. The information contained in this document pertains to One Chart access and training specifically.

PROCEDURE

1. Colleagues must complete the required One Chart training as determined by the Enterprise Applications training team to gain access to the system. Designation of training completion will be determined by the Application Training Team. Failure to complete the appropriate training may result in loss of One Chart access.

2. Enterprise Applications training team schedules and/or coordinates One Chart classes for new employees.

3. Colleagues arriving more than 30 minutes late for a One Chart training class may not be admitted to the class. The manager will be notified and be asked to reschedule training.

4. Appropriate classroom behavior is expected. Colleagues who disrupt the training class or fail to complete the training material will be reported to their manager. Colleagues may be asked to leave the class and access will not be issued.

5. One Chart access is dependent upon completion of training. The date of training must be provided when submitting the request for access.

6. Class completion will be documented in The Nebraska Medical Center’s Learning Management System (LMS).

7. Traveling/Agency/Consulting staff must complete the same training as is required for their employed counterparts.

8. All students must complete training appropriate to their level of security and role in the system. Students will attend training classes deemed necessary by Enterprise Applications training team and the appropriate educational entity.

9. New providers to Nebraska Medicine or its affiliates who need access to One Chart will be trained via scheduled classes or on an as needed basis. At the elbow training can occur for the providers that need immediate training.

10. Classes will be offered for providers with future start dates to ensure training is available for completion prior to their start date. All other will require AD logins prior to One Chart Training.

11. Access to the Education (EDU) environment is available to UNMC students, faculty and staff and will not be permitted unless the user has access to the production (PRD) environment.

12. Requests for reactivation of security access to One Chart by individuals who have not utilized...
the system in greater than 180 days (as stated in SYS025) will be evaluated by the Enterprise Applications training team for additional training needs prior to granting the request.

13. Individuals wanting read only access may receive training on request, but it is not required.

RELATED POLICIES AND PROCEDURES

- IM04 Computer System User Access
- SYS022 Active Director Access Control
- SYS025 Electronic Health Record Access Control
- SYS027 System Environment Access

STAFF ACCOUNTABILITY:

Manager, Enterprise Practice Support

Director, Clinical Effectiveness and Informatics

Executive Director, Enterprise Applications

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