

# Managing Electronic Records Training

## Management Training is Needed to Manage Electronic Records

- Implementing facility management software requires management and staff to be trained on how to use the software.
- Management needs to establish **procedures** and **guidelines** for all employees who have access to the software.

## Training (continued):

- Some departmental responsibilities may change when using electronic record systems.
- Management must assess the computer skills of its employees.
- Some management employees may require training in basic computer skills.

## Training (continued):

- Training may be required to transfer files to and from e-mail attachments.

## Training (continued):

- Reasons why hourly employees of a long-term care facility may be unfamiliar with entering and managing electronic records without training.
  - ❖ **Basic knowledge of how to operate a computer may be limited or non-existent.**
  - ❖ **There is a learning curve when going from paper to electronic records.**

# Training (continued):

- Explain the importance of F1 Help.
  - ❖ The ability to get on line F1 Help is vital and is a security blanket available after training.

**Employee Selection - Releasing an Employee**

To release employees, fill in the **Release Date** and the **Reason** for the release for future reference.

Dept.:   Show Released Employees

Job Title:

Dowd, Danielle	FT	Activity Assistant
Evans, Gail	FT	Activity Assistant
Everett, Constance	PT	Activity Assistant
Everts, Deborah	FT	Activity Supervisor
Judge, Willie	PT	Activity Assistant
Kemp, Bernice	FT	Activity Assistant

**Release Danielle Dowd**

Release Date:

Reason:

# Training (continued):

- Identify why employees may try to sabotage computer system.
  - ❖ **A sense of frustration with everything!**