

Choose and Book end to end on-site training

Purpose of training session

This training session explains the benefits and functionality of Choose and Book (CAB) and how to use the software at the practice. GPs and administration staff are trained on:

- n Different methods of making a referral
- n Appointment requests
- n Sending referral information

This session is designed for practices that are connected to a PAS-compliant hospital system only.

Content of training session

- n Introduction to CAB.
- n How EMIS integrates with CAB (scenario based: GP or administration)
- n CAB functionality (scenario based: GP or administration)
- n Changes in workflows
- n Validation and feedback

Training materials used in the session

- n CAB Unplugged (a training tool that simulates CAB)
- n Detailed, integrated manuals
- n A live system if and where appropriate

Note: Do *not* use dummy patients in CAB: they take up real appointment slots on the live system.

Who should attend the training session?

Any staff member who creates referrals and referral letters (GPs and admin staff).

Note: Only four members of staff can attend at a time. The full day training session can be split to cover GPs and administration staff separately. EMIS recommends that one key member of staff attends both sessions, to ensure an overall knowledge is gained within the practice.

Pre-training requirements

For the training to take place, all practices must have:

- n EMIS PCS or EMIS LV5.2 frame installed
- n Smart card for appropriate staff members
- n Minimum hardware specification (as detailed in our information pack)
- n A quiet environment suitable for training

Timing of the session

Six hours for a full day session or three hours for a half-day session.

Cost of the session

On-site training by an EMIS operations manager costs £445 for a full day session, or £610 for two half day sessions.

For further information on training services, contact EMIS Field Operations Support.

■ tel: 0845 123 4455

■ fax: 0113 380 3256

■ email: fieldoperations@e-mis.com

■ www.emis-online.com

EMIS Support • Fulford Grange • Micklefield Lane • Rawdon • Leeds • LS19 6BA