

PowerChart Access for New Providers

All training can occur before the Physician/Allied Health Professional is credentialed

Training

For a new provider to gain access and use PowerChart (the Electronic Medical Record) two training requirements must be completed:

1. Complete Online Powerchart Training for Physicians prior to attending the instructor led class.
2. Attend Powerchart Training for Physicians. Register via Learning Central. Note: registration is not allowed until the online training is done.

Two additional online courses are available; one for remote access to clinical systems and another for the radiology PACS system.

1. UNMH Hospitals Citrix Software Authorization for Remote Access to Powerchart. It is a one page document that is acknowledged and signed.
2. iSite (PACS) Training Module.

After completing these online courses, call the helpdesk at 272-3282 for your accounts.

Banner Registration for HSC Clinical Faculty

1. Once the HSC Faculty Contracts Office has an approved Hiring Proposal in UNM Jobs, the Department can request pre-provisioning for new faculty. Note: this does NOT happen automatically, Departments must request pre-provisioning.
2. Department will submit an [Employee Demographic Form](#) to HSC FCO.
3. HSC FCO will then create a person record in Banner (PPAIDEN) and set up an affiliate role (GZZAFIL) to be defined as AFIL_PRIV_LEARN_CENTRAL_HSC HSLIC. This role will allow new faculty to have a UNM Net ID and have access to Learning Central to complete required training prior to their start date. **IMPORTANT NOTE:** This role will expire the day before the anticipated start date of the new faculty. If this date needs to be extended, the department will need to make a request to HSC FCO to extend this affiliate role.
4. An eGuide account will be created at HSLIC (<https://myportal.health.unm.edu/eGuide/servlet/eGuide>).

After the above is done, the first nightly batch creates the new provider's UNM NetID. And then the second nightly batch sends record to Learning Central and then by around 9:00 A.M. the new user can log into Learning Central.

All online training is completed via Learning Central. The online training courses may be taken as soon as the providers are registered in Banner and have a UNM Net ID. The online training can be completed before they arrive at UNM.

The steps to register someone in Banner before their start date are outlined above. It is really up to the department to get them into Banner early and each individual department will need to get the physicians Social Security Number and DOB to them.

Once they are in Banner the provider being hired can then use Learning Central to take online training. Online training can be done before the provider arrives at UNM and hands on training done as soon as possible when the provider arrives at UNM. **This will allow access to the EMR when they need it as soon as they are appointed and approved to begin practice.**