EMR Tutorial – Job Aid
LMS – Self-registering for courses

Overview

An electronic medical record (EMR) is a digital version of all the information you'd typically find in a provider's paper chart: medical history, diagnoses, medications, immunization dates, allergies, lab results and doctor's notes.

Responsible Documentation in the EMR (EMR Tutorial) – Self-registering

This guide allow users to:

- Search for the Responsible Documentation in the EMR (EMR Tutorial) course on LMS
- Self-register for the Responsible Documentation in the EMR (EMR Tutorial) courses on LMS

For questions, please contact the **Compliance & Privacy Office:**

- o Phone: 646-962-6930
- o Email: compliance-training@med.cornell.edu

How to search and self-register for Responsible Documentation in the EMR (EMR Tutorial) course:

1. The name and ID of the course:
   - Responsible Documentation in the EMR (EMR Tutorial)
   - ID: WCM-207008
2. Log into your LMS or SuccessFactors account
   - https://wbg.weill.cornell.edu/ or http://sf-lms.weill.cornell.edu/
   - If you do not have an active CWID please request for one
   - If you do not have access to the LMS or SuccessFactors due to a new CWID that has not been activated, please advise your supervisor or manager
3. In your Homepage for LMS or SuccessFactors "browse all courses" to find the courses listed above
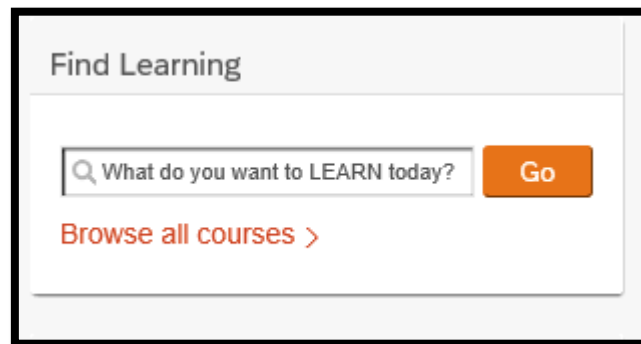
4. Enter in any of the name of the course
   - Responsible Documentation in the EMR (EMR Tutorial)
   - or WCM-207008
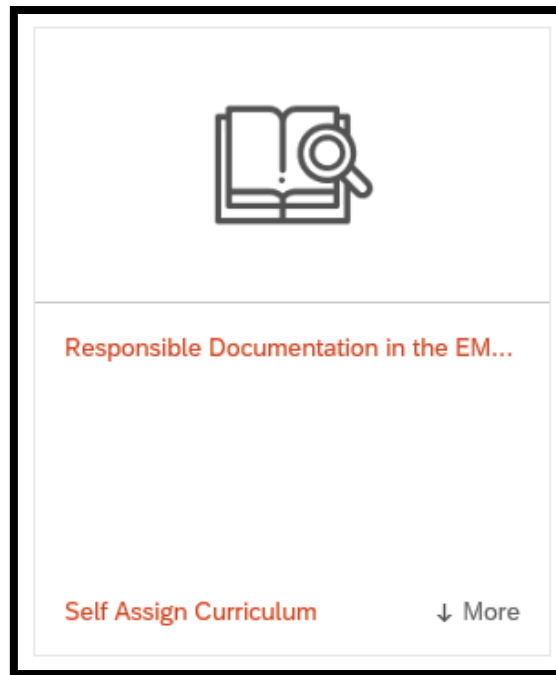
5. Once you have found the course you are looking for, click on "Self Assign Cirriculum"
6. Once you have assigned the course to your learning plan, you will find the classes on your "My Learning Assignments" tab, you find your "Self Assigned" section on the right-hand side
   o You will have the option to "Start the Course" or to "Continue the Learning Assignment"