

EMIS Users FAQ #1

How do I initiate going live with EMIS?

TIP for physicians from physicians: Start preparing for Go-Live at least 3 months in advance of your desired Go-Live date

How do I prepare for Go-Live?

1. Take a basic computer or keyboarding course if you are less familiar with computers. Call POSP, Change Management Services toll free at 1-866-817-3875 for advice on available courses.
2. Switch your consult letter transcription to MediScribe and esig. To initiate, email Transcription Manager, Janis Zral at zral@ucalgary.ca.

How do I start the Go-Live process?

1. Contact Rosario Talavera, MDERA at 210-9676 for an overview:
 - Visit MDERA website (www.mdera.ca) for user access forms
 - Complete and sign all forms required for each role (physician, staff)
 - Fax signed forms to MDERA office at 1-866-362-2790
2. The **EMIS Implementation Project Team** will contact you and your administrative assistant for a Go Live Checklist meeting. If you have not been contacted within five (5) business days of submitting your signed user access forms to MDERA, contact Joyce Tutty, EMIS Implementation Project Team at 944-1112.
3. Go-Live Checklist meeting results in:
 - Your Go-Live date and clinic time & location
 - Go-Live preparation plan
 - You and your administrative assistant's training dates and times

For more information on the three stages of Going Live, call 944-1112; 0800 - 1700 Monday to Friday or obtain a pdf with details on the MDERA website.