



MDERA

Medical Doctors' Electronic Records Association of Southern Alberta

How to Join MDERA and Activate your EMIS User Account

To join MDERA, you can go one of two ways – contact the MDERA Office Manager, at mjduncan@mdera.ca to have forms sent out to you, or go directly to the MDERA website at www.mdera.ca and Click on MDERA forms.

Anyone joining MDERA will need:

- EMIS User Access Form
- Confidentiality Agreement

Physicians will also require:

- e-Lab form
- Historical Consultation Letters Form
- EMIS User Profile Form
- AHW FOB Application
- Alberta Netcare Portal User Registration Form

Administrative and Clinical Support Staff who require a FOB will also need the last two forms.

ALL forms should come back to the MDERA office to check for missing information, and then approval as these forms substantiate your request for MDERA Membership. When this has been completed, and forms have been approved as necessary they will be sent on to their destination. **Five of the previously mentioned forms required further approvals from MDERA, the AHS and UofC.** There are processing times associated with each of these forms (the FOB takes two weeks), so it have proven to be more time efficient to process these through the MDERA office, than send them on - only to have them returned for further documentation.

How to Deactivate your EMIS User Account

To deactivate your access to EMIS, you must complete the EMIS User Access form, and complete the top portion of the form to deactivate. **Patient Care Managers** may send in forms for employees who are resigning or caught in “downsizing”. The form is then sent on to MDERA Office Manager for approval to deactivate and that is done within 24 hours.

Physicians or support staff must return FOBs to MDERA. e-Labs (CLS), UCMG transcription, and access to EMIS through Netcare are all deactivated.

The Office Managers, Patient Care Managers, Physician Commencement Coordinators, UofC Service Support should all keep in touch with MDERA office with changes in personnel.

If you require further information – contact: Maura Duncan, Office Manager, MDERA at 403-220-7893 or mjduncan@mdera.ca